

## Job Description

<b>Job Title:</b>	Administrative Assistant
<b>Department/Group:</b>	Associate Staff
<b>Hours of Work:</b>	Monday to Friday, 8am – 1pm, Term Time Only
Rooks Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<b>Purpose of Post:</b>	
To provide direct administrative and clerical support for the Deputy Headteacher for Teaching and Learning and two Assistant Headteachers.	
<b>Supporting the Deputy Headteacher – Teaching and Learning:</b>	
<ol style="list-style-type: none"> <li>1. To prepare for evening events, including liaising with the print room over student resources, being there on the evening to set up and meet/greet, getting packs to students unable to attend, driving up parental engagement before the event, logging registers after the event.</li> <li>2. To log registers for Professional Development and after school meetings.</li> <li>3. To prepare for Learning walks, including liaising with the Senior Leadership Team to find convenient slots, looking up possible lessons that would be available to see (with guidance from the Deputy Headteacher), scheduling lessons, letting staff know when they will be seen and by whom.</li> <li>4. To liaise with staff about book scrutinies - organising for books to be brought down to specific places, ensuring students get books back afterwards, informing Heads of Department about what will be seen and when.</li> <li>5. To follow up with the Teaching &amp; Learning team about tasks set during Teaching &amp; Learning meetings - ensuring they are being completed.</li> <li>6. To liaise with Heads of Department about monitoring cycles, supporting Heads of Department to add links to curriculum management groups as requested, keeping a spreadsheet of links to documents in the Senior Leadership Group folder in Teams and updating these annually, once complete.</li> <li>7. To help the Deputy Headteacher by collating links into the self-evaluation document and other single areas for easy access.</li> <li>8. To liaise with Heads of Department about subject curriculum information on the website - attending meetings with the Deputy Headteacher and Heads of Department to document any changes and liaising with staff in charge of the website to get amendments made where necessary.</li> <li>9. To support the Deputy Headteacher and librarian in building up a library of revision materials (some to be given and some to be lent out) and helping to identify and resource Year 11 students with copies of Past Papers, revision booklets and other materials they might need in the build up to their exams.</li> <li>10. To keep a record of students who have made requests for revision material.</li> <li>11. To liaise with Heads of Department about Year 10 students who are buying revision materials on Parent Pay and those who are not - linking this with pupil premium and Disadvantaged students to identify asap students who may need support in accessing relevant materials.</li> </ol>	

12. To liaise with the Deputy Headteacher, pupil premium lead and SENCo regarding any Teaching & Learning support that may be required for these students and delivering materials to classrooms where necessary.
13. To assist with the administration of pupil premium tuition.
14. To assist with the production of curriculum letters.

#### **Supporting the Assistant Headteacher – Careers, Trips, STEM:**

1. To have a thorough understanding of the Rooks Heath On-Site and Off-Site Activity Policies.
2. To be responsible for the On-Site, Off-Site and ORA administration process.
3. To ensure that the School Calendar is kept up-to-date with all Off-Site Activities (OSA)/ORAs that are approved.
4. To ensure that staff involved in a trip are entered in SIMS for cover to be arranged as required.
5. To guide and instruct staff with OSA/ORAs leaders and external providers over On-Site, Off Site and ORA arrangements.
6. To be responsible for ensuring that school staff (trip leaders) adhere to OSA/ORAs procedures, including the completion of all related paperwork within prescribed deadlines.
7. To liaise with the Finance department over budgets for OSA/ORAs.
8. To assist with the filling and storage of paperwork relating to offsite activities in line with School Policy.
9. To prepare 'On-Site and Offsite Activity'/ORA letters to ensure they meet all current legal requirements and Health and Safety rules, as well as satisfying financial regulations.
10. To order coaches as and when required.
11. To liaise with the school reception regarding the copying of consent forms and checking of final details before an on-site/offsite/ORA activity takes place as well as the final list of students going on a trip.
12. To foresee potential problems with planned OSAs/ORAs and act accordingly.
13. To ensure the Assistant Headteacher (Educational Visits Co-ordinator) is aware of any issues regarding OSAs/ORAs e.g. staff malpractice, changes to arrangements, health & safety issues.
14. To prepare packs for each Ordinary or ORA OSA for the Assistant Headteacher that gives them the requisite information in the event of an incident out of school hours.
15. To delegate to Sites Supervisors any special arrangements that need to be made for an on-site activity.
16. To order lunch packs for 'Free School Meal' students if requested when going on OSAs and ORAs.
17. To ensure that trip leaders complete evaluation of the various activities once completed and to discuss their evaluation to log any what went well/even better ifs.
18. To support the Careers Administrator in maintaining the spreadsheet which keeps a log of all activities taking place on-site and off-site.
19. To create a weekly list of activities that are due to take place for the Assistant Headteacher to share with the Senior Leadership Group each week.
20. To assist the Assistant Headteacher in maintaining the Events Planner Spreadsheet for On-Site activities.
21. To create termly data reports on the various activities that take place over the course of time, including the demographics of students that attend these activities.

#### **Supporting the Assistant Headteacher – Initial Teacher Training:**

1. To liaise with the Early Careers Teachers (ECTs) and confirm dates of training and observations.

2. To send reminders to staff regarding meetings, training, observations and appraisals.
3. To assist with the appraisals process.
4. To record attendance of all training and observations.
5. To email staff regarding professional development courses and keep a record of requests.

**Contribution to the whole life of the school:**

1. To attend all necessary meetings.
2. To support the aims and ethos of this school.
3. To adhere to all school policies.
4. To actively participate in appropriate training when required.
5. To engage actively in the performance appraisal process and undertake professional development as agreed.
6. To work co-operatively as a member of a team.
7. To report any stranger on site.
8. To carry out any other duties as reasonably directed by the Headteacher, Deputy Headteacher, Director of Business or Team Leader.

**Line Management**

All Associate Staff will be line managed by their Team Leader and managed by the Director of Business.

**Last Updated:** 20 December 2023