

Appointment Information

Senior Administrator





Dear prospective applicant,

I could write a huge amount about the changes that we have made to CHCC and the journey that we are going on and that we are now in the top 12% of school nationally for progress.

However, this post is about more than that and is not about the school, although your role within it is going to be very important. This role is working closely with me personally to ensure that the entire school community runs smoothly.

I am a very straightforward person; what you see is what you get and I am looking for someone that is the same. I try my best to lead by example using a set of clearly defined values and principles that then in turn influence my decisions as a leader.

You need to be able to align with the values of Trust, Fairness, Honesty, Integrity and Support, as you will represent me in my absence through telephone calls, online meetings and in person:

I am also for someone that is smart, hungry, and humble.

Smart enough to think outside of the box, hungry to make a difference and humble enough to know that you still have plenty to learn and will seek advice.

Like every position in the world of work, there will be elements that you have to learn and understand; this is where the hunger comes in, especially if you do not come from the world of education but you need to be willing and able to learn and if you are from within education, you need to understand our school and our systems. You will be exposed to so many different types of people; from parents, to councillors, to staff, MP's and the wider community but you will make a difference to the lives of our children through your organisation, forward thinking and ability to grasp things quickly.

You need to have the emotional intelligence to deal with sensitive matters with clarity as well as communicating with those around you to improve delivery. We have 200 staff and 1500 students, so your ability to work with different groups of people in a dynamic environment is paramount and a key part of the role.

Our mission is simple, we want every student to be the best that they can be, thrive in the best possible career and contribute positively to society.

You will see from our site that our three key values permeate all that we do and have allowed us to grow from strength to strength:



As Principal, it has always been my philosophy to grow and nurture new talent so that we create the next generation of leaders, it is something that I have done throughout my career, and this role will support the successful individual on their journey.

If you want to work for a school that is caring, considerate and supportive, we would love to hear from you.

Please read the attached job description and person specification. If you are interested in applying, please fill in the application form available on our eteach portal, <https://www.eteach.com/jobs/crown-hills-community-college-jobs-9453/?oo=ag> please include e-mail addresses of all referees, together with a letter of application (no more than 2 sides of A4, font 12) outlining your skills, qualifications and experience relevant to this post by 9am on Monday 8th January 2023. Please include your cover letter in the supporting statement section.

Closing date: Monday 8th January 2024

Interview date: TBC

Yours sincerely,

A handwritten signature in black ink, appearing to read 'F Adam', with a long horizontal flourish extending to the right.

Mr F Adam
(Principal)



JOB DESCRIPTION

Job Title: Senior Administrator	11-16	Maintained
College: Crown Hills Community College	Grade:	5
Reports to: Principal via SLT Link	Salary:	£24,837 - £27,045.18 £26,421 - £28,770
Key areas of Responsibility: Diary Management, Communications and Administration	Term:	Term time plus 4 weeks during the holidays and Three Teacher Days. Temporary- 2 Year Contract

JOB PURPOSE SUMMARY

To provide full comprehensive administrative support to the Head/Principal, Teaching staff and Chair of Governors, and support the efficient development and maintenance of support services within school/college.

MAIN DUTIES/KEY TASKS :

- To provide confidential secretarial and administrative support which contributes to the smooth running of school/college.
- To maintain accurate and up-to-date management information and statutory returns.
- To ensure routine clerical and administrative tasks are completed.
- To provide an initial point contact for whole school issues and to endeavour to solve straightforward issues.
- To ensure that SLT, Chair of Governors/Governors and other School/College staff are informed of relevant law, policy or guideline changes that affect the School/College procedures.
- To meet the Council's standards of customer care to help promote a positive image of the School/College.
- To implement and promote the School's/College's and Leicester City council's policies and procedures relating to all areas of employment and service delivery.

RESPONSIBILITIES & OBJECTIVE:

Manages allocated human, financial & material resources in providing a secretarial service for the school/college.

Manages daily workload of allocated manager(s); arranges meetings, diary and act as first point of contact for visitors, telephone calls, post etc.

- Provides secretarial/administrative support to School/College staff including to the Chair of Governors, processing management information, providing reports, arranging/servicing meetings, organising venues, hospitality for meetings, events, conferences, etc.
- Liaises with other clerical and admin staff, with parents, local authority, government agencies, school governing body, etc.
- Assists in the management and administration of admissions and exclusions.
- Completes statistical/management reports and maintains relevant databases, electronic returns, etc.
- Contributes to the planning and delivery of training for support staff.
- Ensures that communication from the Principal is delivered in a timely manner and accurately.
- Ensures confidentiality of sensitive information.

PERSON SPECIFICATION

			Assessed by:	
No.	CATEGORIES	Essential/ Desirable	Application Form	Interview / Task

QUALIFICATIONS & TRAINING

1	A level of numeracy and literacy sufficient to carry out the duties of the post.	E	✓	
2	Computer literacy skills sufficient for the duties of the role.	E	✓	

EXPERIENCE AND SKILLS

3	Clerical/Administrative background.	E	✓	✓
4	Experience of providing accurate and timely work	E	✓	
5	Experience of maintaining confidentiality	E	✓	

6	Experience of Diary Management	E	✓	✓
7	Experience of communicating with a wide range of people	E	✓	✓
8	Experience of taking ownership of issues	E	✓	✓
9	Experience working in a school/college	D	✓	✓

EQUAL OPPORTUNITIES

39	Must be able to recognise discrimination in its many forms and willing to put the Council's Equality Policies into practice.	E	✓	✓
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OTHER SKILLS

39	Able to work as a member of a team and liaise effectively with others.	E	✓	✓
39	High level of interpersonal and communication skills.	E	✓	✓
39	Good organisation and time management skills.	E	✓	✓
39	Good awareness and ability to exercise confidentiality when necessary.	E	✓	✓

OTHER SKILLS

39	Willing and able to work outside of normal school hours as required.	E	✓	✓
39	Must satisfy relevant pre-employment checks.	E	✓	✓
39	This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Criminal Records Bureau (CRB) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.	E	✓	✓