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**Job Description**

**Job Title:** Senior School Administrative Assistant

**Reports to:** Deputy Heads (tbc)

**Working Time:** 37.5 hours per week Monday-Friday during term time (36 weeks) plus 2 weeks worked during School holidays, eg 2 days at end of summer term and 8 days at end of August (38 weeks plus 6.27 weeks paid holiday) 0.8513 fte

**Purpose of Job:**

To provide a full confidential, secretarial, administrative and support service to the Deputy Heads that ensures the efficient operation of their offices, effective communication with all elements of the school community and external agencies, and promotes a positive image of the School to current and potential pupils and parents. On behalf of any of the Deputy Heads, liaises with staff, pupils or external bodies to progress outstanding issues in a timely manner.

**Main Duties and responsibilities:**

* Initiates, organises and manages all aspects of the Deputy Heads business as allocated to ensure the effective running of the School.
* Assists with the organisation and preparation of School events such as parents’ evenings, assemblies, exam days and external marketing events together with other members of the Senior School support staff team.
* Deals with enquiries from parents, pupils and staff, on a wide range of issues, and acts as the first line of response to other internal and external enquiries directing them to other internal staff as appropriate.
* Uses own initiative to respond to emails, written correspondence and telephone calls, taking action on standard administrative and secretarial matters on behalf of the Deputy Head.
* Types up reports, publications, minutes and other material as required for the Deputy Head ensuring that they conform to School standards and promote a positive image of the School.
* Maintains a bring-forward system for correspondence and review of pending files on a regular basis.
* Arranges appointments, organises meetings and events, manages the electronic diaries and maintains each filing system as required.
* Meets and greets visitors to the School including parents, and prospective parents and pupils.
* Ensures that each Deputy Head has all relevant documentation when attending external meetings and organises travel arrangements as required including booking travel tickets, taxis etc.
* Uploads correspondence to iSAMS and obtain information required from iSAMs as required for the Deputy Heads to prepare for any meetings with staff or pupils.
* Liaises with Admissions and Marketing team as appropriate.
* Photocopies and prepares material for each of the Deputy Heads as required.

**General responsibilities**

* Ensures the safety and well-being of children and young people at the School by adhering to and complying with the School’s Safeguarding and Child Protection Policy at all times.
* Attends Royal Russell Day and Open Day as required.
* Displays correct staff identification at all times whilst on site.
* Attends training and staff INSET sessions organised by the School to provide a consistent approach across the entire School staff population.
* Adheres at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of you and colleagues as well as pupils, staff and visitors.
* Carries out any other reasonable duties as requested by the Deputy Heads.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder’s actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

**Person Specification**

**Experience:**

* Proven high-level secretarial/administration experience in a professional environment.
* Previous experience in an educational setting (desirable)

**Qualifications:**

* Good level of general education including GCSE Maths and English at Grade C or above, or equivalent

**Skills, knowledge and abilities:**

* Proficient in Microsoft Office packages, especially Word, Excel and Outlook with fast accurate typing skills (55 wpm) (training will be given on School databases)
* High attention to detail
* Good organisational skills with ability to multi-task
* Excellent interpersonal and customer-facing skills with a warm, friendly and professional manner, good written and verbal communication skills, able to foster good working relationships with all members of the School community (staff, pupils and parents/carers, etc) either in person or on the phone
* Able to work on own initiative to a high standard, to prioritise conflicting demands and to deadlines
* High degree of personal empathy with young people and able to cope with any in distress
* Discreet and able to maintain confidentiality at all times with an understanding of the importance of safeguarding in an educational community
* Ability to keep calm and to work under pressure when necessary
* Pro-active, making suggestions for improvement and change
* Demonstrates an understanding of the independent education sector, and effectively promotes the ethos of Royal Russell School

**Other requirements:**

* Willing and flexible to assist with peaks in workloads

**Date: September 2017**