 SENIOR LEADERSHIP SECRETARY

JOB DESCRIPTION

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| Line Managed by: | Associate Headteachers |
| Line Manager for: | n/a |
| Salary Scale: | NJC Scale 5 (pt range 18-21) (£22,956 - £24,999)pro rata  possible Scale 6 according to experience |
| Hours: | 36 hours, 40 weeks per year |
| Annual Leave: | Taken within school closure periods only |
| Contract | Permanent |

**Job Purpose**

To provide administration and secretarial assistance to the Senior Leadership Team (including Assistant Headteacher - Teaching School).

To be line managed by Associate Headteacher (x2) and to provide general administration and support as requested.

To work as part of a team supporting the academic, pastoral and administration teams including the Admissions Manager.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

* To assist the Senior Leadership Team generally with processing of letters, minutes, lesson observation information, collation and recording of staff pay review information; school calendar, SLT information, fire alarm procedures, staff handbook
* To assist Assistant Head (Teaching School) generally with processing of letters, meeting

notes, preparation of new applicants training information; collation of Teaching School students paperwork, DBS applications and information packs; assist with the preparation and submission of NQT assessments on a termly basis and to submit these electronically to meet necessary deadlines

* To assist the admin team with processing of letters for bulk mailing; preparation of curriculum booklets, etc;
* Communicate, on behalf of the SLT team, with parents and other stakeholders as required.
* To keep up to date with all school information e.g. staff handbook
* To collate, prepare and organise Academic Tutoring Day appointments and correspondence to parents. Oversee and assist teaching staff with arrangements for the appointment days.
* To assist Deputy Headteacher with collation and recording of ski trip information; preparation of booklet for information evening
* To assist Associate Headteacher with compilation of student data for new admissions cohort.
* Responsibility for revising and updating all external school publications, including prospectuses and booklets for parents.
* Oversight and proof reading of communications with parents, including letters from teaching staff and SIMS In Touch e-mails.
* Responsibility for updating the school website and ensuring that information from SLT members are current and correct.
* Oversight of all SLT contributions to the weekly school bulletin.
* Consult on, and create, school calendar for ensuing academic year and ensure that details are entered in Outlook (for staff) and on the school's website (for parents). Update calendars on regular basis to ensure that details are always current.
* Give general admin support to the Maths Faculty.

**GENERAL**

The duties included in this job description may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Signature: ………………………………………………………. Date: …………………………….

Headteacher’s signature: ……………………………………….. Date: ………………………….…