

POST TITLE

Academic Administrator - Job Share

RESPONSIBLE TO

PA to the Senior Management Team

SAFEGUARDING STATEMENT

All staff working in the School will have some contact with children and will therefore be in regulated activity. Staff with teaching duties will be responsible for the pupils that they teach and may also have additional specific pastoral or other responsibilities for other pupils they do not teach. In addition, all staff will regularly interact with pupils who may seek assistance or otherwise interact with them whilst moving around the School. In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the pupils is to adhere to and ensure compliance with the School's safeguarding policies and procedures at all times.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Lady Eleanor Holles is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).

LEH
LADY ELEANOR HOLLES





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Lady Eleanor Holles was founded in 1710, originally situated in Cripplegate. Now located in Hampton, the current premises were purpose built in the mid-1930s, set in 24 acres of grounds. LEH is one of the oldest and most distinguished girls' schools in the UK. It offers bright girls aged 7 to 18 a well-rounded and challenging education in a happy, purposeful environment, preparing them well for higher education and their future lives.



MAIN DUTIES AND RESPONSIBILITIES:

- Set up the Parents' Evening booking system online, send out letters to parents and deal with all enquiries. Organise catering and assist with setting up the event.
- Assist teachers with trips administration for overseas trips. Liaise with Heads of Department regarding attendance and other ad hoc tasks.
- Support Heads of Departments with the printing of exam papers, past papers, revision guides, field work booklets.
- Prepare and collate letters to be distributed via SchoolPost. Link any relevant documents to My School Portal (MSP) as required.

OTHER DUTIES

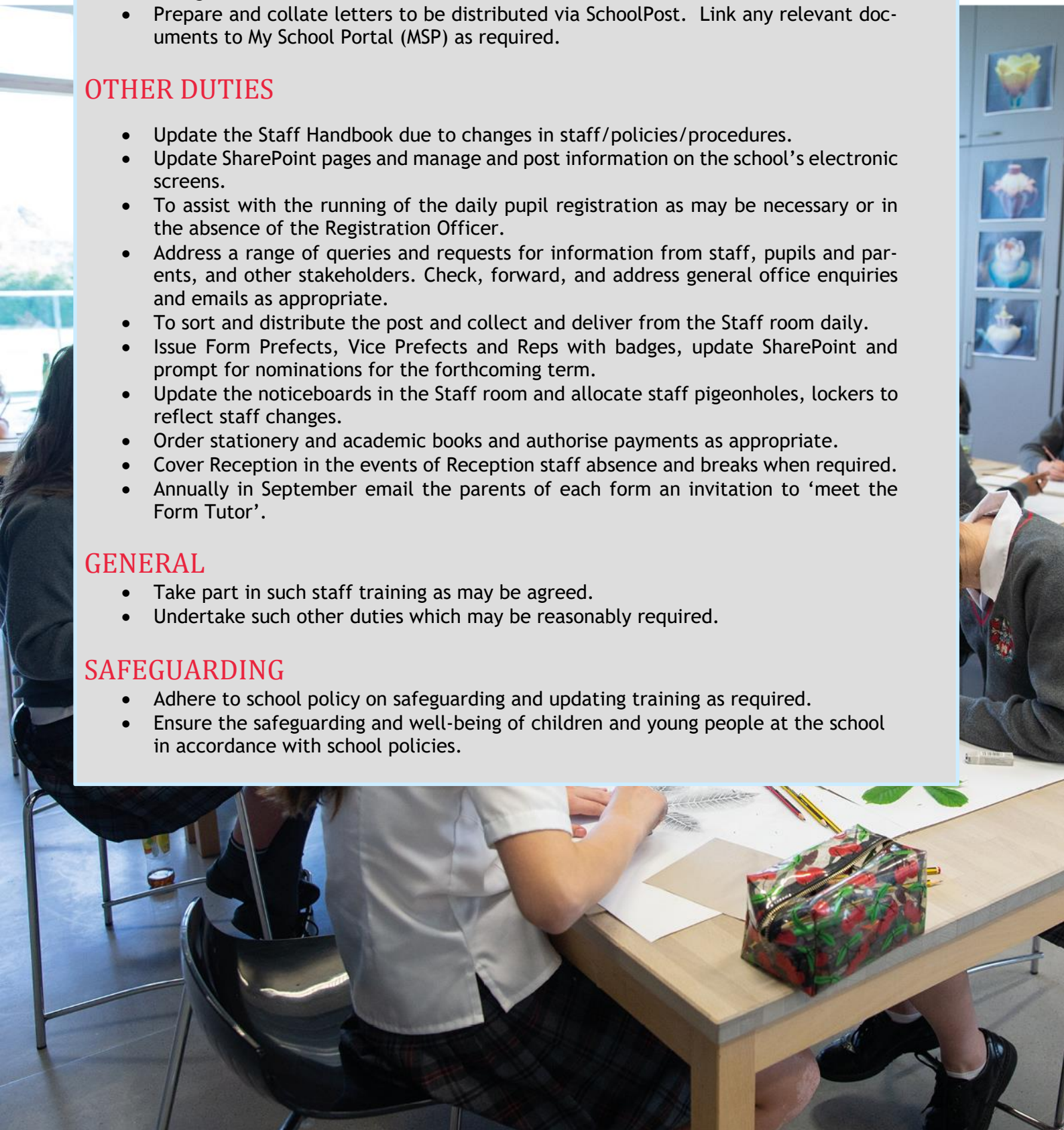
- Update the Staff Handbook due to changes in staff/policies/procedures.
- Update SharePoint pages and manage and post information on the school's electronic screens.
- To assist with the running of the daily pupil registration as may be necessary or in the absence of the Registration Officer.
- Address a range of queries and requests for information from staff, pupils and parents, and other stakeholders. Check, forward, and address general office enquiries and emails as appropriate.
- To sort and distribute the post and collect and deliver from the Staff room daily.
- Issue Form Prefects, Vice Prefects and Reps with badges, update SharePoint and prompt for nominations for the forthcoming term.
- Update the noticeboards in the Staff room and allocate staff pigeonholes, lockers to reflect staff changes.
- Order stationery and academic books and authorise payments as appropriate.
- Cover Reception in the events of Reception staff absence and breaks when required.
- Annually in September email the parents of each form an invitation to 'meet the Form Tutor'.

GENERAL

- Take part in such staff training as may be agreed.
- Undertake such other duties which may be reasonably required.

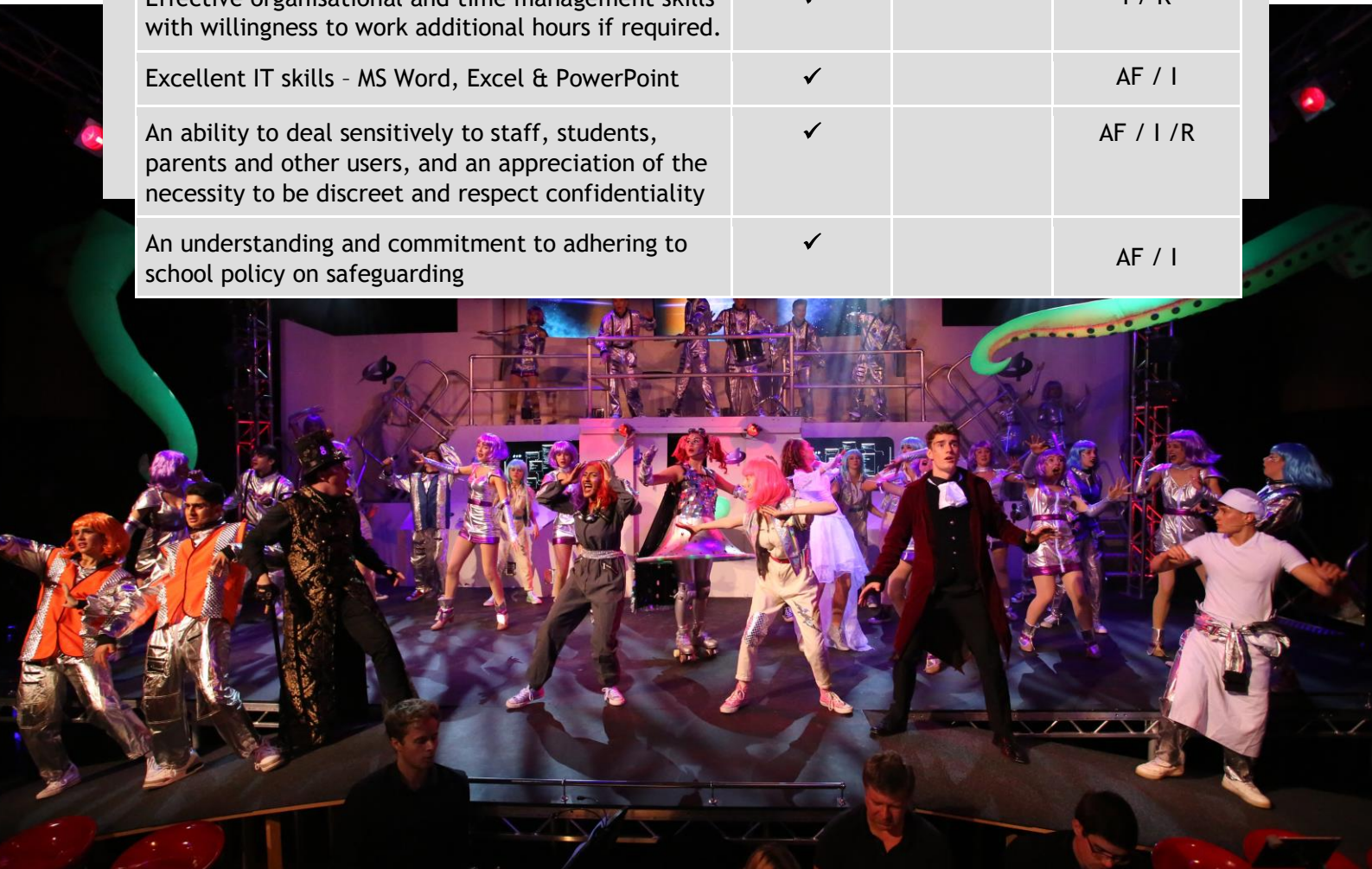
SAFEGUARDING

- Adhere to school policy on safeguarding and updating training as required.
- Ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.



Person Specification

Qualifications, Experience, Knowledge and Skills	Essential	Desirable	Assessment Method Application Form/ Interview/ Reference
GCSE Maths and English or equivalent	✓		AF / I
Educated to 'A' level or equivalent	✓		AF / I
First Aid training		✓	AF
Strong previous administrative experience and understanding of databases	✓		AF / I / R
Accuracy, reliability, and a commitment to maintaining high professional standards	✓		AF / I / R
Able to work effectively on own initiative and within limits of own professional boundaries and knowledge	✓		AF / I / R
Excellent organisational skills with proven ability to prioritise, work to deadlines and manage competing demands	✓		AF / I / R
Excellent written and oral communication skills	✓		AF / I
Excellent team working skills and ability to work independently. Approachable and confident in dealing with a wide variety of people.	✓		AF / I / R
Effective organisational and time management skills with willingness to work additional hours if required.	✓		I / R
Excellent IT skills - MS Word, Excel & PowerPoint	✓		AF / I
An ability to deal sensitively to staff, students, parents and other users, and an appreciation of the necessity to be discreet and respect confidentiality	✓		AF / I / R
An understanding and commitment to adhering to school policy on safeguarding	✓		AF / I





MAIN TERMS OF APPOINTMENT

Hours of Appointment

The working hours of the post are 20 hours per week, to be worked Wednesday 12.30pm to 5pm, Thursday & Friday 8.30am to 5pm with a 30-minute unpaid lunch break. The post is for 38 weeks per annum, which is term-time (34 weeks) with an additional 4 weeks to be worked over the school holiday periods.

Outside of term-time the postholder will be required to work the additional weeks as follows:

- 2 days the first week of the summer holidays
- The last week of the summer holidays before the start of the academic year (if a bank holiday falls this will include the Friday before)
- GCSE results day
- 2 days in the Easter holidays (or as agreed with the post holder's line manager).

Notice Period

During the 6-month probationary period, the period of notice will be two weeks on either party. After a successful completion of the probationary period, the

notice will be 2 months or the statutory minimum, whichever is greater.

Salary

The pro-rata salary for this role will be £15,954 per annum (0.44 FTE), based on a full-time equivalent salary range of £36,258.

Holiday Entitlement

You will be entitled to 28 days paid holiday (20 days leave, plus the 8 days' bank/public holidays per annum). Your salary is calculated to cover your weeks of work and your holiday entitlement. As this is a term-time only post, you are not entitled to take any annual leave during term time.

Pension

Non-teaching staff may join The Lady Eleanor Holles School's Stakeholder Pension Scheme. This is a defined contribution pension scheme; provided the employee contributes 6% of gross salary, the employer will contribute a further 10%.



An application pack is available from the School's website by [clicking here](#). Applications must be made on the School's own form and should be sent to personnel@lehs.org.uk

CVs will not be considered and should not be submitted.

The Lady Eleanor Holles School
Hanworth Road, Hampton, TW12 3HF
Tel: 020 8979 1601 personnel@lehs.org.uk
Registered charity no. 1130254

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