

The Sele School



JOB DESCRIPTION

Cover / SLT Administrator

Grade/Salary:	H5: £26, 409 (Actual salary: £12, 212, including 24 days holiday plus bank holidays)
Contracted Time:	Part-time, 39 weeks per year (term time plus 5 days INSET), 20 hours over 5 days per week, 07.00 – 11.00am
Responsible to:	Headteacher

Purpose of Job

The Cover / SLT Support Administration Assistant role is a key part of the administration function and is responsible for both organising effective cover for all teacher absences and supervising the work that has been set by teachers and the provision of an effective and efficient administrative support for the Deputy Head and Assistant Head.

Main Areas of Responsibility

Cover:

- Liaise with staff and external agencies, both face to face and via telephone/email to ensure teaching staff absences are covered.
- Arrange supply staff bookings and oversee timesheets.
- Coordinate supply staff ensuring necessary safeguarding checks are in place.
- Coordinate cover work resources.
- Discuss cover work with teachers for planned absences to ensure requirements are understood
- Administer set work, distribute and ensure departments are following policy.
- Meet and greet supply staff, ensuring they have access to IT systems for their teaching

SLT Support

- Contact staff, parents and external agents to arrange meetings and organise telephone conversations.
- Produce correspondence as required.
- Complete other administrative tasks as directed by SLT and the Headteacher's PA.
- Support with documents and administration of key whole school processes such as induction, staff handbook

Shared Responsibilities as a member of the Administration Team:

- Help ensure the smooth running of the school.
- Play a full part in shadowing other's role so that, in the event of staff absence and at peak times, roles can be interchanged flexibly.
- Make constructive suggestions for improvement in administration and other procedures that are conducive to efficient and effective operations of the school and supportive of the core purpose of the school (pupil learning).
- Support other members of the team in the fulfilment of their responsibilities.

This is not intended to be an exhaustive list of responsibilities and duties, and it is expected that the post-holder will participate in activities according to the needs of the School and for better fulfilment of the role.

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Job Context

This role requires a flexible member of staff who is able to prioritise their own workload. The post holder will be working as part of a small Administration team and will therefore be required to provide support according to the needs of the school.

Supervision

- Minimum direct supervision – organise own workload and prioritise on a day to day basis using own initiative and knowledge of work.
- Regular contact with the Headteacher's PA.

Contacts

- Students
- All members of school staff,
- Parents
- Other professionals

Knowledge, Experience and Training

- Good level of education, ideally educated to GCSE grade 'C' or above (or equivalent) in English and Maths.
- Fully competent with Microsoft Office
- Excellent communication skills
- Excellent administration/typing skills
- Understanding the needs of children

Problems and Decisions

- Organise priorities

Personal Characteristics

- Ability to work independently showing initiative
- Ability to work as a member of a collaborative team
- Excellent communication and interpersonal skills, with the ability to interact at all levels
- Good sense of humour
- Smart appearance
- Discretion and diplomacy
- Capacity to remain calm and to cope with the unexpected.

Safeguarding

The Governing Body of The Sele School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in all aspects of their work.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of the school's pre-employment checks.

Health and Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection and report all concerns to an appropriate person.

Equalities

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

Additional Information

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school's policies and practices.