# Senior Leadership Team Administrator

**Point 22-26; £34,165 (FTE £37,692) to £36,162 (FTE £40,182)**

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| **Team:** | Administration Team<br><br>This role is also part of the wider Operations Team at Wilson's School, which consists of all support, technical and administrative staff members. |
| **Performance Reviewers:** | Member of the Leadership Team and the Senior Administration Manager |
| **Hours of work:** | Term time, 36 hours per week, across up to 205 days (41 weeks) per annum. The working days/weeks each year will include the school's term time days plus additional days/weeks in the school holiday period (as advised in advance of each academic year). The dates of the additional days to be worked will be agreed with the Performance Reviewers. Annual leave cannot be taken in term time.<br><br>A full time position will be also be considered for exceptional candidates.<br><br>Standard working day of 8am to 4pm Monday to Friday, with an unpaid lunch break. |
| **Place of work:** | On site at Wilson's School, Mollison Drive, Wallington, SM6 9JW. |
| **Key Purpose:** | To provide high quality, responsive administrative services and support for senior leaders and the wider Administration Team. |
| **Detailed Job Description (Duties & Responsibilities):** | <u>Leadership Team Support</u><br><br>• Act as the first line contact for the Executive Head and leadership group, maintaining a calm demeanour and being courteous, professional and, where necessary, discrete.<br>• To ensure administrative systems and processes are developed and maintained to provide effective and efficient day to day support of the leadership group. These systems should evolve in line with the evolution of the responsibilities of the senior leaders.<br>• Strategic diary management, always considering the need to prevent avoidable pressure points when agreeing appointments.<br>• General secretarial assistance including correspondence, minute taking, proof reading and research. |

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| | • Administrative support for the Development Office, as directed by members of the leadership group.<br>• Make arrangements for and (when required) attend internal and external meetings to (for example) take minutes. This includes for any bodies outside of the school that the Executive and/or other senior leaders chair. On occasion this may require flexibility in working hours and local travel.<br>• To be responsible for managing the system of approval for teaching staff absence, communicating with the HR & Operations Manager in order to ensure it is administered in accordance with internal procedures.<br>• This list of support for the leadership group is not intended to be exhaustive. They may, on occasion, ask for support with personal as well as professional administration.<br><br><u>General Administration Support</u><br><br>• To undertake administrative tasks in support of all members of the team and all areas of school administration as directed.<br>• To co-ordinate staff contributions to the weekly staff briefing and news items for the School website each week.<br>• To work closely with the Development Office and Senior and Middle Leaders to ensure appropriate news items and digital media are available for sharing (and are published) on the School's website and social media platforms<br>• To maintain the School website, ensuring – for example - that news items and the School calendar are regularly updated.<br>• To attend the weekly Staff Briefing, produce notes and circulate as soon as possible thereafter, ideally on the same day.<br>• Respond to enquiries (both internal and external) and, where necessary, direct on to the most appropriate person.<br>• Arrangements for meetings, interviews, conferences and events (both internal and external), including refreshments /hospitality and room bookings and liaison with external agencies as required. |
| **Team Responsibilities:** | The School's motto is 'Not for oneself but for all'. All members of staff should embody this in their day-to-day support of education at Wilson's School and through contributions to the wider life and ethos of the school. The behaviours below refer to your role in the Administration Team and as a member of the wider Operations Team:<br><br>• Adopt and project a positive, professional, 'can-do' attitude with all stakeholders. Appreciate and support the role of other professionals, establishing constructive working relationships<br>• Enable and support effective communication and information flow across the team<br>• Be technologically adept and both interested in and enthusiastic about digital solutions.<br>• Work with efficiency, liaising with others as necessary about your progress, prioritising tasks to meet agreed deadlines<br>• Seek to solve problems as they arise. |

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| | • Adopt a collaborative and flexible approach, accepting that systems, structures and routines must flex to support educational provision Expect to assist other members of staff with tasks and duties in order to promote effective teamwork.<br>• Act as the official deputy for at least one other postholder (identified by the Senior Administration Manager) so that knowledge and expertise is shared.<br>• Provide cover for absent colleagues within the Administration Team as and when required<br>• On a rota basis, as determined by the Senior Administration Manager, to:<br>  • undertake **first aid duties** (appropriate first aid training will be provided) providing a compassionate and appropriate response to all<br>  • undertake Reception duties (including greeting visitors, controlling access to the School, managing arrivals, receiving deliveries, answering the telephone in a professional manner and managing the School Office inbox)<br>  • Support the administration of A Level and GCSE results days in August.<br>• Support, as required, significant events within the School, including (but not limited to):<br>  ○ Entrance examinations<br>  ○ Open events<br>  ○ Public and internal examinations<br>  ○ Book return<br>  ○ Visits<br>  ○ Prizegiving<br>  ○ Founder's Day<br>  ○ Responses to major incidents<br>When this involves work outside of normal working hours, notice will be given and appropriate recompense offered, typically either via time off in-lieu or overtime payment (to be determined at the discretion of the Executive Head).<br><br>All members of the Operations Team are responsible for ensuring that relevant School operations can continue effectively during holiday periods, even if they do not work at these times. |
| **Training and Development:** | • Take proactive steps to stay up to date with legislative and regulatory requirements relevant to the role.<br>• Participate in training and other professional development activities provided by the School.<br>• Take responsibility for own professional development, identifying and closing gaps in knowledge, understanding and skills. Seek out and undertake training as appropriate for the role.<br>• Engage actively in the performance management process, addressing appraisal targets set in conjunction with the Performance Reviewers. |

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| **General Professional Standards:** | • Be familiar with and promote safeguarding and child protection requirements, including *Keeping Children Safe in Education* and the School's Safeguarding and Child Protection Policy and procedures.<br>• Play a full part in the life of the School, supporting its ethos and values and ensure colleagues and pupils adhere to the School's expectations including, for example, accompanying day visits.<br>• Be receptive to any reasonable request from a manager to undertake work or other duties of a similar level that are not specified in this job description.<br>• Ensure all interactions with colleagues, pupils and others are professional and courteous, building relationships based on mutual respect and positivity.<br>• Promote equal opportunities and celebrate diversity in all aspects of the School and its community.<br>• Be aware of and comply with the School's policies and procedures, in particular those relating to staff conduct, pupil conduct, safeguarding, staff absence, staff dress code, health, safety and security, confidentiality and data protection.<br>• Maintain high standards in attendance and punctuality. |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified here and you may reasonably be expected to undertake work or other duties of a similar level that are not specified in this Job Description.

This Job Description will be subject to periodic review. It may be subject to modification by Senior Leaders at any time in consultation with the postholder.