

# SLT Administrator

## Person Specification

The successful candidate will be able to demonstrate the following skills and competencies:

- At least three years' experience of working in an administrative environment.
- Experience of working in Education would be desirable but not essential.
- Experience of supporting managers across a variety of departments at different levels in all aspects of transactional requests.
- Be well organised and have a methodical approach to administration and record keeping.
- Be able to communicate effectively.
- Be able to work under pressure and manage time effectively.
- Be able to develop and maintain positive working relationships with other team members, parents, staff and students.
- Respect for confidentiality and discretion.
- A good sense of humour is essential and is non-negotiable.
- Be highly ICT literate.
- Displays commitment to the protection and safeguarding of children and young people.

## Job Specification

The main aspects of the job are as follows:

1. Ensure a high standard of secretarial and admin support to members of the SLT, in order to support the smooth running of their activities. This will include:
  - a. proof reading letters and reports; checking the written quality of academic and pastoral reports to parents;
  - b. taking SLT, subject leaders, housemasters, EHCP review and parent meeting minutes where appropriate.
  - c. Ensuring that the Headteacher is briefed in advance for all meetings with relevant correspondence and, where appropriate, documentation emailed, printed, and presented in a professional format.
2. Monitor the slt@oshsch.com email account, directing queries and enquiries to the relevant member of SLT as appropriate.
3. Act as the first point of contact in relation to any complaints received by SLT, referring matters to appropriate members of staff when required.
4. Set cover each morning by 0800, deploying the cover supervisors and using teaching colleagues on rota for rarely cover.
5. In emergencies, take cover and/or hold the class in situ until the allocated cover teacher arrives.
6. Generate, curate and log all exclusions letters, files and supporting evidence

7. Actively support the exams officer during busy times of the exam year, including mock exams and summer exams, as well as being trained to lead exam venues as an assistant exams officer in the absence of the exams officer
8. Actively support the Head of Year 7 and SENCO during the Year 6 into 7 induction phase
9. Cover reception on rota
10. Collate work for exclusions and isolations, staffing the isolation room on a temporary basis if required.
11. Monitor the SLT call out rota making sure SLT members are alerted to where they need to be and when
12. Manage and diarise meetings between members of the SLT and parents (and other stakeholders), and middle managers and parents; attend those meetings as note taker if requested to do so by members of the SLT
13. Triage parent telephone calls, logging and proactively redirecting to the appropriate level of middle management if appropriate and referring to the correct member of SLT where appropriate.
14. Triage pupil pastoral concerns in person where SLT members are unavailable to direct that pupil to the appropriate place of support
15. Make holding calls/send holding emails to parents where SLT are unable to get back immediately
16. Call parents regarding other matters when requested to do so by members of the SLT
17. Arrange catering and room bookings for meetings on behalf of the SLT, including for weekend events
18. Liaise, where appropriate and on behalf of the SLT, with stakeholders including the OfA, the OSH PA and the LA
19. Send out SLT correspondence to parent groups via EduLink
20. Send out SLT correspondence to feoffees and governors and collate responses
21. Oversee VIP invitations and seating at school events.
22. Curate the Ofsted 'grab-bags' in curriculum and boarding in anticipation of the next inspections.
23. Pre-populate documents which regularly require significant and time consuming SLT input including: PEPs, Referral Documentation, the Ofsted Annex A, SEND admissions documentation,
24. Support Sixth Form student recruitment by helping the Director of Sixth Form produce marketing materials
25. Support the Director of Sixth Form with UCAS checks and managing the UCAS appointments schedules
26. Support the organization of open mornings, prize giving and the annual church services.
27. Support SLT members by chasing for returns from colleagues, pupils and parents
28. Maintain oversight of the daily notices to form tutors and the whole school calendar to be published online.
29. Oversee the publication and updating of the school calendar with the Deputy Headmaster

30. Attend two Saturday open mornings and one Sixth Form information evening each year.
31. Undertake continuous professional development in the School online platforms and also in safeguarding.
32. Undertake other such duties as requested by the Headmaster or SLT.

### **Suitability to Work with Children**

Old Swinford Services Limited is committed to safeguarding and promoting the welfare of children and applicants are required to undertake an enhanced Disclosure & Barring Service check.