

Ripplevale School
Admin Assistant to Senior Leadership Team
Job Description

Name of Post Holder:

Post Title: Admin Assistant to SLT

Post Purpose: To provide administration and organisational support to the Senior Leadership team (SLT).

Reporting to: Personal Assistant to Senior Leadership Team

Responsible for: None

Liaising with: SLT and PA to SLT

Working Time: Monday – Friday – 20 hours per week – Term time including inset days

Disclosure level: Enhanced

Main Responsibilities and Role

- To ensure that all letters, memos and other documents are prepared in a timely and accurate manner as soon as is possible following request.
- To maintain all filing systems in an accurate and tidy fashion
- To assist the PA to SLT with all aspects of administrative support to the Senior Leadership Team
- Take minutes of meetings when required, typing up and disseminating to appropriate staff
- Data input on SIMs (school information management system) and various spreadsheets
- Diarise various appointments, events and bookings on school diary
- Take messages for Senior Leadership Team and PA to SLT.
- Photocopying, scanning and saving documents in an accurate and timely manner.
- Assist the PA with updating the website to market the school to potential new clients, pupil and their families.
- Assist the PA to SLT, ensuring that all referrals are processed in a timely and efficient manner. Liaise with referrers and families and assist with the Open Days, interviews and admission process of new students.
- To undertake all general admin duties as directed by Senior Leadership Team and the PA to Senior Leadership Team

Staffing

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in any relevant areas.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To attend support and whole staff meetings as required.

Safeguarding

- To make yourself aware of all relevant school policies and ensure that you abide by Ripplevale School's Child Protection Policy which contains the names and points of contact for all relevant agencies.
- To participate in all Safeguarding/Child Protection training required by the school.
- To immediately report any incidents of a child protection nature to the school's Designated Safeguard Lead, the CEO /Head of School and/or the Directors.
- NB Failure by a member of staff to report actual or suspected physical, sexual or emotional abuse or neglect of a pupil is a disciplinary offence and in certain circumstances could be a criminal offence.

Quality Assurance

- To help to implement school quality procedures and to adhere to those.

Communication and Liaison

- To communicate effectively with the parents of students as appropriate.
- To communicate effectively with colleagues as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as reviews, open day and parents evening.

Management of resources

- To contribute to the process of ordering and allocation of equipment and materials, where appropriate.
- To assist the Senior Administrator to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the pupils.

School ethos

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.

General duties

- To undertake the professional duties of a member of Ripplevale School staff team.
- To work in accordance with the school's agreed policies and procedures as contained in the school handbook.
- To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the school's Equal Opportunities Policy.
- To undertake your personal Health and Safety responsibilities within the HASAWA 1974.
- To undertake any other duties that are reasonably assigned to you commensurate with the level of the post.

The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken.

Signatures:

The school will undertake to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for an employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis (or as need arises) and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed	Name	Designation	Date
		Admin Assistant	
		Head of School	