



INVICTA GRAMMAR  
SCHOOL

## Curriculum Administrator

- Grade:** VIAT Grade 6 Point 24-28 £23,714-£26,955 (FTE), £19,700.81-£22,393.33 actual
- Employed for:** 37 hours term time only (190 days per year. However, if there are less than 190 teaching days in an academic year, the successful candidate would make the time up through staff only days, open events etc.)
- Hours:** 08:00 – 16.00 Mon – Thurs, 8.00 – 15.30 – Friday, including a 30 minute unpaid lunch break
- Responsible For:** Providing support to the Transition and Admissions Teams

The successful candidate will undertake a wide range of duties and activities throughout the academic year and these will include, amongst others:

- Maintaining a range of databases, records and information.
- Assist in the planning and paperwork for a wide range of events including open days, award celebrations and concerts.
- Organise staff and student planners.
- Compile the school calendar.
- Assist in the organisation of Year 6 Transition and Year 5 Familiarisation and Primary Workshops.
- Producing a weekly Invicta News to staff, students, parents and Governors.
- Producing the majority of the correspondence that is sent from the school and provide administrative support to school trips.
- Capturing, on a regular basis, a range of activities taking place in school and sharing these with the wider community through the use of social media platforms.
- Assisting at and attending a number of evening events throughout the year.

### Purpose:

- To provide a confidential and personal service to the Headteacher, Head of School and Deputy Headteachers.
- To act as an ambassador for the school.
- To provide extra secretarial service to the school office, as required.
- To provide administrative support to Lead Teachers.
- To support the Transition process.
- To support international work.

### Knowledge, experience and training:

- Considerable secretarial skills with a clear working knowledge of Word, Excel and Powerpoint, in particular.
- A creative way of working – particularly when putting together ‘storyboards’, for example.

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- Excellent written grammar and strong literacy skills play a major part in this role.
- A good knowledge of using social media as a way to prompt and showcase the school.
- Knowledge and experience of whole school procedures, organisation and structure so that work can be prioritised and synchronised with the requirements of the Headteacher.
- Experience of a busy and often pressurised office environment.
- Proven tact and diplomacy in dealing with adults and children alike.
- Experience of using SIMs.

**Personal Qualities:**

- Sense of humour.
- Good interpersonal skills, the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations.
- Discretion.
- The ability to work as a member of a collaborative team.
- The capacity to remain calm and cope with the unexpected.
- Excellent health and time keeping record.

**Dimensions:**

- The post-holder provides an efficient and high calibre service to the Headteacher in respect to all matters.
- The post-holder has day-to-day responsibility for their own work rate and maintenance of high standards.
- The post is an essential part of the support services provided to the school.

**Job Context:**

- The post-holder provides a range of services to the Headteacher, Head of School, Deputy Headteachers and the School Office and therefore work is generated throughout the day. Due to the routine of schools, the workload may not be evenly spread throughout the year.

**Supervision:**

- Direct supervision is minimal – organisation of own workload and priorities on a day to day basis using own initiative and knowledge of work is a must.

**Experience in any of the following areas, would also be an advantage, although not essential:**

- Previous experience of working within either a primary or secondary school.
- Experience of working in school admissions.
- Experience of event organisation and hospitality.
- Experience of working with young people.
- Experience of mentoring other colleagues.

**Staff Development:**

- To assess development and training needs for in discussion with line manager.

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- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information as appropriate, when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Headteacher or Head of School.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Headteacher the other.

Signed: ..... Date: .....

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