

Role	Grade	Reports to
Senior Administrator to the SLT	Grade 6	Headteacher

Main purpose of the job:

- To act as Senior Administrator for the Headteacher and Deputy Headteacher's in meeting the varied and changing administrative and organisational needs of the school
- To be responsible for the administration and production of governance documents as directed by the Headteacher and Senior Leadership Team.
- To work collaboratively with all staff and parents in order to support pupil wellbeing and to promote the vision, ethos, culture and policies of the Trust

Key relationships:

The post holder will report to the Headteacher. Apart from other colleagues, the main contacts of the job are the Headteacher, Deputy Headteachers, Operations Manager, teaching staff, other support staff, pupils, parents, governors, LA and outside agencies.

Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.

Main accountabilities:

- To support the Headteacher and Senior Leadership Team in the smooth execution of a personal diary of events and organisation for meeting deadlines
- Efficiently organise business travel arrangements, appointments, meetings and events including the collation and distribution of papers
- Provide a professional and highly effective administrative service for high level meetings, including comprehensive minute-taking and distribution of documents to participants
- Develop and maintain an effective and flexible filing system, including the electronic school policy folder, ensuring accuracy, confidentiality and security of information
- Facilitate the onboarding process and induction of new staff members to the school team.
- Provide leadership and guidance for support staff, including direct line management responsibility where appropriate
- Maintain accurate staff absence records, monitor trends, produce reports for the Headteacher and HR, and coordinate compliant return-to-work documentation.
- Coordinate staff wellbeing initiatives and events and support communication of wellbeing resources and policies.
- To work collaboratively with the School Operations Manager to ensure staff records are accurately maintained, including compliance of the Single Central Record
- To coordinate arrangements for interview processes, including planning the schedule, ensuring an appropriate panel is in place, issuing invitations, greeting candidates and ensuring documentation is properly completed and stored
- To respond independently to correspondence and produce complex and confidential reports, minutes and letters to a high standard
- To complete and submit complex forms, returns etc, including those submitted to the LA and outside agencies
- Liaise with the Governing Body in arranging Governors meetings, Disciplinary Panels, re-integration meetings and any other meetings as required. Carry out all necessary administrative tasks in connection with this, to include preparing Appeals documentation, Information regarding Fixed Term

Prosper Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

and Permanent Exclusions and other Disciplinary matters

- Administration of policies, ensuring school policies are published and reviewed according to statutory requirements
- Ensure all visitors to the Academy are admitted according to safeguarding procedures
- Assist as required with the administrative procedures for Academy events to ensure the smooth running of such events, such as Open Evening and Induction Days, liaising with the Catering Manager as appropriate
- To provide advice and guidance to staff, pupils and others
- Ensure accuracy and confidentiality of information produced relating to the administration of the school
- To comply and assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise

All employees in the Trust are expected to:

- Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement <https://prospere.org.uk/about-us/vision-values>
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
- Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy
- Effectively represent the Trust when liaising with contractors and outside agencies/organisations
- Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
- Take responsibility for personal professional growth and development, keeping up to date with national research, engaging proactively with nationally recognised career frameworks and professional organisations
- Attend Trust and school events as required and make a positive contribution during such events
- Attend regular meetings before and after Trust hours, including morning briefings
- Carry out duties other than those listed in the job description under the direction of the Headteacher where the post holder has appropriate qualifications and has received appropriate training

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

Person Specification	Essential / Desirable	Assessment stage
Qualifications		
Relevant Business Administration or Governance qualification	Desirable	Application
Possess a high standard of numeracy and literacy skills	Essential	Application
A command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience	Essential	Application, Interview
First aid certification, or willingness to certify	Desirable	Application
Knowledge and Experience		
Good skills in effective staff motivation and development, including establishment of a positive performance culture delivering continuous school improvement	Essential	Application, Interview
Successful experience of implementing, developing and maintaining effective administrative systems in a busy office environment	Essential	Application, Interview
Ability to organise own workload and that of others to meet conflicting deadlines within fixed timescales	Essential	Application, Interview
Good communication skills, for effective interaction with other staff colleagues, pupils and the wider community	Essential	Application, Interview
Good written communication skills	Essential	Application, Task
Experience of management of a small budget and collating financial data	Essential	Application, Interview
Knowledge of project management and monitoring strategies	Essential	Application, Interview
Ability to adapt to challenging situations and respond appropriately using negotiation and influencing skills to achieve objectives	Essential	Application, Interview
Excellent ICT skills and ability to effectively operate various software packages and information technology systems, ideally including Office 365 and SIMS	Essential	Application, Interview
Have a knowledge and awareness of the legislative framework of schools and education, with an understanding of school roles and responsibilities and your own position with these	Desirable	Application, Interview
Ability to relate well to children and adults	Essential	Application, Interview

To be able to work constructively as part of a team	Essential	Application, Interview
Behaviours and Values		
Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation	Essential	Interview
Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection	Essential	Interview
Demonstrate a commitment to maintaining and developing professional knowledge and skills	Essential	Application, Interview
Tact and diplomacy in interpersonal relationships with all stakeholders	Essential	Interview
To be flexible and able to adapt and prioritise appropriately	Essential	Interview
Effective staff motivation and development, including establishment of a positive performance management culture	Essential	Application, Interview
Self motivation and personal drive to complete tasks to the required timescales and quality standards	Essential	Interview
Personal commitment to continuous school improvement	Essential	Interview
Personal commitment to the school's professional standards, including dress code as appropriate	Essential	Interview
Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users	Essential	Interview

Review and Amendment:

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.