



Stoke Newington School
& Sixth Form

JOB PACK

Senior Leadership Support Administrator

Contents

Job advertisement	pg 3
Job description	pg 4

Job advertisement

Senior Leadership Support Administrator

Grade -Scale 5 point 22

36 hours per week,

Term time plus 2 weeks

Salary Range £23,658 pro rata

Fixed term contract - until end of July

We require an outstanding and driven individual to support the Senior Leadership team in this excellent and creative school, which has 1600 students, over 200 staff and a £12 million turnover.

The School

This is an exciting opportunity to contribute to the development of a successful 11-19 inner-city comprehensive, which has had a recent glowing OFSTED report. We are committed to a creative and excellent education for all students. We have a positive reputation in the local area, benefit from parental support, and have an award winning building and a growing sixth form. Most importantly, students and staff of the share a commitment to its success and ethos.

The post:

School days are busy and the position requires excellent, all round, administrative skills including attention to detail and forward planning. Being able to manage many different tasks while retaining complete confidentiality and discretion is essential.

This opportunity will excite those who believe that all can excel and that everyone deserves the best.

Contacting us

If you feel you can make a positive contribution to our school, please apply online via our website, <https://www.stokenewingtonschool.co.uk/jobs>. I look forward to reading your application. Please do contact us for a visit to the in advance of applying or in advance of the interviews. **Please email your complete applications to recruitment@sns.hackney.sch.uk** or call on 020 7241 9600 for further information

The closing date for receipt of applications is 3pm on 2nd March 2017. Interviews will take place w/b 6th March 2017.

We are an equal opportunities employer committed to ensuring diversity in our workforce.

As employers we committed to the safeguarding and wellbeing of all students, an enhanced DBS check is a requirement for all staff.



Job description

Post:	Senior Leadership Support Administrator
Grade:	5
Hours:	Term Time only
Responsible to:	Headteacher's PA
Responsible for:	SLT Administration

Purpose of the post

The Senior Leadership Support Administrator will provide full support on a day-to-day basis in order to allow SLT to focus on the strategic and operational leadership of the school. In performing this role, the Senior Leadership Support Administrator will require a high degree of initiative and resilience, an eye for detail, the ability to make frequent decisions on a range of issues (often without reference to SLT), the aptitude to prioritise workload, maintain a high degree of confidentiality with regards to staff and student issues, as well as a capacity to manage their time effectively. The Senior Leadership Support Administrator will possess high level communication skills and the ability to take accurate minutes.

Key Tasks

- Provide a full secretarial service to the SLT, exercising occasional judgement about day-to-day operations and ensuring SLT are fully supported.
- Deal with all telephone calls, visitors and enquiries relating to SLT.
- Maintain SLT electronic filing systems.
- Manage diaries and key meeting appointments.
- Take minutes relating to key meetings.
- Maintain confidential records.
- Operate office and IT equipment, systems and programmes including Sims.
- Assist in the facilitation of staff training and meetings as directed by SLT.
- Support and deputise for (when appropriate) the Headteacher's PA in matters relating to the Headteacher and/or SLT, and use initiative to exercise judgement in the absence of SLT.
- To support other key support staff (such as the Headteacher's PA and HR) with administrative functions

Key Organisational Objectives

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationship and communicate with other agencies/professionals.
- Attend and participate in regular meetings.

- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent	✓	
Experience		
Experience of using Microsoft Office Suite	✓	
Experience of using email/internet	✓	
Experience of using Microsoft Outlook	✓	
Experience of using SIMS or similar database	✓	✓
Experience of working with the general public	✓	
General office experience, including answering phones, providing a reception service and dealing with a range of administrative tasks at the same time.	✓	
Experience of setting up and running a range of administrative systems	✓	
Skills		
Well organised	✓	
Well presented	✓	
Excellent communication skills in writing and orally at all levels	✓	
Ability to work under pressure while maintaining a positive, professional attitude	✓	
Ability to work as part of a team	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Ability to take accurate messages, follow up where necessary	✓	
Ability to communicate effectively with staff, students, parents and agencies/statutory bodies etc. and maintain good working relationships	✓	
Flexible and willing to contribute to the success of the team	✓	
Administrative		
Experience of using, setting up, maintaining and developing administrative systems	✓	
Problem solving	✓	
Attention to detail in communication and planning	✓	
Being a first point of contact for directing calls/giving relevant information effectively	✓	
Relations		
Have excellent interpersonal skills and be able to communicate effectively	✓	
Ability to develop good relations with staff and pupils and the wider community	✓	
Ability to work some evenings		✓
IT Skills		
Accurate keyboard skills	✓	
Word processing, typing skills and formatting	✓	
Good understanding of databases	✓	