

Senior Administrator to the Leadership Team

(Grade 5)

Required September/October 2024



Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale.



Senior Administrator to the Leadership Team

This role is to support both the Associate Headteacher and the Senior Leadership Team.

This role's core purpose is to ensure the Associate Headteacher's time is well spent and managed to effectively run the organisation. The completion of the roles, tasks, and responsibilities below will ensure this. The colleague in this role will similarly assist other members of the Leadership team with administrative tasks.

We are looking for a motivated proactive person to join our team, to provide excellent administrative support. You will be contentious and have exceptional eye for detail, with a 'can do' attitude.

Why work at Sidney Stringer Academy:

- 100% attendance - 1 day off following year
- Staff Development- new leadership challenge programme and the opportunity to be involved in additional career-development programmes
- Excellent professional development opportunities across a wide range of areas, delivered by experienced specialists and practitioners



- Free tea and coffee
- Social committee with subsidised events
- Cycle Scheme
- Free parking
- Free Flu jabs
- Long service awards
- Dynamic and exciting environment
- Strong community links
- Supportive team and atmosphere



Job Description - Senior Administrator to the Leadership Team (Grade 5)

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Reporting to: Associate Headteacher

Hours: 37 hours per week
Monday and Tuesday 8.00 am to 4.00 pm, Wednesday 9.30 am to 5.30 pm, Thursday 8.00 am to 4.00 pm and Friday 8.00 am to 3.30 pm
Term time only plus 15 days (205 days)

Job purpose

This role's core purpose is to ensure the Associate Headteacher's time is well spent and managed to effectively run the organisation. The completion of the roles, tasks, and responsibilities below will ensure this. The colleague in this role will similarly assist other members of the Leadership team with administrative tasks.

Main roles, tasks and responsibilities

Administrative support for the Associate Headteacher and senior team members

- Secretarial and administrative tasks such as letters, meetings, and diary management
- Ensure efficient use of the Associate Headteacher's time and resources
- To monitor, sort, and prioritise correspondence to the Associate Headteacher including email, post, phone, and face to face or online meeting requests
- To develop and maintain efficient electronic filing and organisation
- To coordinate VIP visits to the academy including communication, schedules, room bookings, technical support, catering, and meeting and greeting
- To coordinate the use and booking of meeting rooms
- To manage the administration of in-year admissions, in-year transfers out, and students coming off-roll
- Register ECTs and support the Assistant Principal Teaching and Learning with observation schedules
- Update and distribute the child protection register as required by the Assistant Principal Safeguarding
- To support the reception team where required
- Strategically administrate interview dates and schedules
- Administrate the Leadership Team meetings and take minutes
- Collate and distribute a weekly staff bulletin
- Collate weekly whole staff messages, thank yous, leavers, and starters for the Associate Teacher
- Proactively follow absence procedures on behalf of the associate Headteacher for any off-site meetings or training
- To undertake any other duties within the scope and pay grade of the role

Strategic administration of the discretionary leave policy

- Evaluation of current processes
- Keep records up to date
- Draft written communication
- Check details and dates to support the Associate Headteacher in considering requests

Strategic administration of probation reviews

- Oversee processes and communication for extensions
- Attend meetings and take minutes where necessary
- Organise meetings and paperwork for the Associate Headteacher

Strategic administration of the Promoting Health at Work policy to support the Leadership Team

- Monitor attendance and thresholds hit
- Propose and schedule meetings
- Evaluate current communication systems and streamline/improve as appropriate

Other

- To participate in the appraisal process
- To complete lunch duties as required
- To be a co-tutor if required

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources, and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

The job holder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions, and reprimands being considered. Any convictions, cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The job holder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The job holder is expected to comply with the provisions of The General Data Protection Regulation (GDPR) and Data Protection Act 1998. Any information they have access to or are responsible for, must be managed appropriately, and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example, a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this

commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment, and victimisation, advance equality of opportunity, and foster good relations between people who share characteristics, such as age, gender, race, and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as of the date on which the last review took place.

This job description may be subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The job holder is expected to comply with any reasonable management requests.

Document Control

Reviewer	Role of Reviewer	Date of Last Review
Anna Ford	Associate Headteacher	July 2024

Person specification

	Essential	Desirable
Qualifications	Relevant administrative qualifications 5 or more level 2 qualifications A*-C/4+/equivalent including English and Maths	Level 3 qualifications
Experience	Significant administrative experience Working flexibly as part of a team or independently Improving efficiency and efficacy of administrative processes Using word processing, spreadsheets, presentations, and other administrative software	Working in an educational setting Working within Human Resources Using Google Suite Using any school-specific MIS or other software
Knowledge and skills	To work strategically with independence To evaluate existing administrative processes and procedures To manage own time effectively To manage a sometimes complex workload with accuracy and efficiency	
Character	Development positive relationships with students, staff, and any relevant parents Driven Willingness to learn and adapt Willingness to share expertise Appreciation of the significance of education in social justice	Resilience Kindness

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You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary School and Sidney Stringer Academy.

We are looking to appoint a motivated proactive person to join our team, to provide excellent administrative support. You will be contentious and have an exceptional eye for detail, with a 'can do' attitude.

If you would like any further information about the role, please contact the Associate Headteacher:

Anna Ford, aford.staff@sidneystringeracademy.org.uk

How to apply

For further details, an application form, and to apply, please visit our website:

www.sidneystringeracademy.org.uk – 'Vacancies page'

Please return completed application forms to: recruitment@sidneystringeracademy.org.uk [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: Monday 23 September 2024 at noon

Interview date: Friday 27 September 2024

Interview date to be confirmed

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.