



Job Description

Job Title: Administrative Assistant – Support to Leadership Team

Reporting to: Senior Leadership Team / Headteacher

Salary/Grade: Grade 4

Hours: 37 hours per week – Term Time only plus four weeks.

Job Purpose:

- To provide effective, efficient and pro - active clerical and administration support to the School Leadership Team.

Responsibilities and Duties:

- To lead on the overview of all school policies; making sure the most up to date version is on the website; liaising with leadership for updates and maintaining a register to ensure they are taken to governors for approval on a timely basis. Communicating update to whole staff team.
- To lead on the Recruitment and Selection process for Teaching Staff including, advertisement of job vacancies, processing applications and collecting references in line with the Safer Recruitment process. Support with the co-ordination of interview and selection processes, preparing the associated paperwork and passing follow-up recruitment documentation to Assistant School Business Manager for completion.
- Responsibility for webpage compliance, reporting updates to the Leadership team on a termly basis.
- To use a variety of IT & Microsoft applications to support the Leadership Team such as completing reports, maintaining statistical records and assisting with presentations and other communications.
- Having due regard to confidentiality, child protection procedures, health and safety and other statutory requirements in line with the school's policies.
- Follow GDPR guidelines at all times.
- Be an effective role model for the standards of behaviour expected of pupils.
- And such duties as are within the scope, the salary grade and the spirit of the job purpose, the title of the post, and its grading.

All duties and responsibilities must be carried out with due regard to the schools Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 2018)

Reporting to: Senior Leadership Team

Date Reviewed: 16th June 2023

