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| Colour College Logo |
| **JOB SPECIFICATION**  **Senior Team Administrator** |
| **Line Manager: Executive Assistant to the Principal**  **Responsible to: Business Manager** |
| **Salary: Up to £17,000 per annum (FTE IRO: £30,100)**    Term time only - up to 25 hours per week |
| We are seeking to appoint an experienced Admin Assistant/PA to SLT (Senior Leadership Team) to work as part of a team under the direction of the Executive Assistant to the Headteacher.  The role includes:   * Acting as a Personal Assistant to the Senior Leadership Team in order to maximise their time management * Undertaking a range of administrative and supportive roles to underpin the efficient running of the administrative and support systems in the school * Taking oversight of Academy policies, to ensure they are up to date and fit for purpose, from the direction of the SLT   **KEY RESPONSIBILITIES**   * To provide the Senior Management Team with administrative support * To prepare Health and Safety documentation for audits and other visits to The College with direction from the Leader for Health and Safety * To support the School Business Manager with the administration of school lettings * To maintain and assist with the administration and publication of College Policies * Traded Services (Bucks County Council) – keeping records of service / invoice information * To promote and administer the paid lunch duty rota in liaison with the Finance Team. * Curriculum Support – to monitor the College ‘info’ email box alongside other administration colleagues to ensure communications are responded to promptly and requests for administration support from teaching staff are actioned * To support the marketing, administration and running of College events such as Presentations Evenings * Occasional relief cover for Reception * Other administrative roles including filing, taking minutes at meetings, making refreshments and dealing with a range of stakeholders including students. |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It is also expected that the role will develop, working to specific strengths of the successful candidate.  The College 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**  **Qualifications / Experience/Knowledge**  **ESSENTIAL**   * Proven work experience in a public facing role * Proficiency in English (oral and written) * Solid knowledge of MS Office, particularly Outlook, Excel and Word * Excellent communication and people skills with an outstanding telephone manner * Good organizational and multitasking abilities * Problem-solving skills * To display a very high standard of personal appearance * Proven high level organisational and administrative skills * Excellent ICT skills and sound numeracy skills * The ability to work to a high degree of accuracy, integrity and confidentiality * The ability to problem-solve and troubleshoot * The ability to manage time effectively * The ability to work independently and as part of a team collaboratively and supportively in an education orientated environment * Resilient with the ability to work calmly under pressure, employing tact and diplomacy in difficult or sensitive situations.   **DESIRABLE**   * Degree level education * Working knowledge of relevant education policies/legislation * Ability to prepare and write reports and produce factual statistical information as required |

**The Chalfonts Staff Ethos**

* To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
* To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
* To participate in training and other professional development learning activities as required.
* To promote equal opportunities and celebrate diversity in all aspects of the academy.
* To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
* To support and attend academy events such as Open Evening.
* To adhere to the academy’s Dress Code.
* To comply with the academy’s Health and Safety policy and undertake risk assessments as appropriate.
* To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance ‘Keeping Children Safe in Education’ and the academy’s Safeguarding/Child Protection policies.
* To be aware of and comply with all academy policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy 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 (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.