



ERSKINE STEWART'S MELVILLE SCHOOL

JOB TITLE	SENIOR ADMINISTRATOR (PRINCIPAL'S OFFICE)
CONDITIONS OF ROLE	<ul style="list-style-type: none"> Contract Type: Permanent, Term Time only + return to work 2 weeks prior to the Schools starting back in August. Start date: 11 August 2025 (subject to satisfactory pre-employment checks). Full-Time: 38.75 hrs per Week Hours of Work: Monday to Friday 8.30am to 5.00pm Grade: H27. As this is a term time only role plus 2 weeks, the pro rata salary is £31,816 per annum.

ROLE DETAILS	
PURPOSE OF THE ROLE	<ul style="list-style-type: none"> The Senior Administrator supports the Principal and the Executive Assistant to the Principal in the efficient and effective running of the Principal's Office, particularly focusing on the provision of a comprehensive high-quality administrative and organisational support, ensuring the smooth running of the Principal's office. The Senior Administrator will act as a key point of contact, ensuring effective communication and coordination across the Schools.
ACCOUNTABILITY	<ul style="list-style-type: none"> Reports directly to the Executive Assistant to the Principal.
AUTHORITY	<ul style="list-style-type: none"> The Senior Administrator has authority and responsibility as delegated by the Executive Assistant to the Principal and other ELT members.
RELATIONSHIPS	<ul style="list-style-type: none"> The Senior Administrator will work closely with the Principal, Executive Assistant to the Principal, Executive Leadership Team, Board of Governors and with colleagues across the schools, and a range of external agencies and stakeholders.
BUDGET RESPONSIBILITY	<ul style="list-style-type: none"> Not Applicable

DUTIES AND KEY RESPONSIBILITIES	<p>1. Administrative and Organisational Support</p> <ul style="list-style-type: none"> ➤ Maintain and coordinate the Principal's calendar, organising internal and external appointments. ➤ Arrange travel, meeting logistics, and hospitality for the Principal. ➤ Monitor and filter communications, ensuring timely response and follow-up. ➤ Prepare meeting agendas, take minutes, and follow up on actions for meetings chaired by the Principal as requested ➤ Draft and format correspondence, reports, presentations, and other documents as required. ➤ Ensure timely preparation and collation of documents for key meetings, including Governor Meetings and Meetings with the Executive Leadership Team. ➤ Manage and maintain records, ensuring efficient filing and retrieval of documents.
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	<p>2. Communication and Coordination</p> <ul style="list-style-type: none"> ➤ Responsible for the drafting and editing of internal communications (such as Notices and staff communications) on the Principal's behalf. ➤ Communicate on the Principal's behalf with staff, students, parents, and visitors as required. ➤ Act as a dependable point of contact for those seeking access to the Principal. ➤ Liaise with internal and external stakeholders, ensuring effective and professional communication. <p>3. Project and Event Support</p> <ul style="list-style-type: none"> ➤ Provide administrative support for projects led by the Principal, tracking progress and ensuring follow-up on key actions. ➤ Assist in organising and coordinating internal events as required. <p>4. Visitor and Office Management</p> <ul style="list-style-type: none"> ➤ Welcome guests to the Principal's office and ensure a professional and courteous reception. ➤ Maintain an orderly and professional office environment ➤ Coordinate hospitality for Principal-hosted events and meetings. <p>5. Confidentiality and Professionalism</p> <ul style="list-style-type: none"> ➤ Handle sensitive and confidential information with discretion and professionalism. ➤ Maintain a high standard of accuracy and attention to detail in all administrative tasks. <p>6. Other Responsibilities</p> <ul style="list-style-type: none"> ➤ Support the Principal and Executive Assistant to the Principal with any other administrative tasks as required. ➤ Ensure adherence to school policies and procedures in all administrative duties.
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PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> • Proven, relevant experience in a comparable administrative role or as a Personal Assistant or Executive Assistant supporting senior leadership. • High level of competence of using Microsoft Office (Word, Outlook, Excel, PowerPoint, diary systems etc) 	<ul style="list-style-type: none"> • Experience in an independent school or education setting. • Familiarity with SharePoint or other document management systems • Proficiency in the use of AI tools such as Microsoft Copilot, ChatGPT, or similar technologies to enhance administrative efficiency • Experience supporting executive leadership in a professional setting.
Education/ Qualifications		<ul style="list-style-type: none"> • Appropriate professional qualifications/training

Skills/ Abilities/ Capabilities	<ul style="list-style-type: none"> • Strong organisational skills, with the ability to work dynamically to manage multiple priorities and competing demands and deadlines effectively • Confident in written and verbal communication skills, with a high standard of accuracy • Highly organised and experience in handling sensitive and confidential information • Experience in diary management, meeting coordination, and document preparation • Experience in minute-taking 	
Personal Attributes	<ul style="list-style-type: none"> • Warm, professional demeanour and a discreet, tactful approach • Able to maintain calm under pressure with a willingness to adapt to change and reprioritise tasks based on shifting priorities • Flexibility to adjust working hours when required, including occasional early evening meetings that require minute-taking as requested. 	