

Job Description



Job Title:	Senior School Administrator	
Department:	Pupil Support Admin Team	
Business Area:	Head of Senior School Office	
Line Manager:	Pupil Support Admin Team Leader	
JOB PURPOSE:		
<p>Responsible for ensuring the efficient and effective management of the Head of Senior School's Office, providing comprehensive and confidential administrative support to HofSS and other members of the Senior School Leadership (SSLT) team as needed.</p> <p>Using highly developed IT skills, to work proactively and reactively, using initiative and interpersonal skills in administering various Senior School systems, processes and events</p> <p>To manage the HofSS diary. To manage all telephone and email contact and field as appropriate as the first point of contact for staff, pupils and parents.</p>		
MAIN RESPONSIBILITIES:		
1	<p>Administrative Responsibilities:</p> <ul style="list-style-type: none"> ● To provide confidential administrative support in relation to correspondence and records, including electronic and manual filing systems. ● To manage all diary appointments for the HofSS. ● To service key meetings, i.e. producing agendas and papers and ensuring that actions are noted. ● To manage all calls and field these as appropriate, assist with correspondence and organise travel arrangements. ● To manage pupil achievement processes that are led by the Head of Senior School including the Senior School insignia and Colours processes and Senior School assemblies. 	40%

2	<p>Administration of Senior School Systems, Processes and Events</p> <ul style="list-style-type: none"> ● Manage the planning of annual events in Senior School and liaise with the relevant stakeholders eg. S1-S3 and S4-S6 Prizegiving ceremonies, Foundation Week Day, Remembrance Day, Kirking of the Master. Liaise with the Development Office so that guests are invited appropriately. ● To check and sign off Senior School entries for the Parent Digest ● Liaise with HR to set up dates for long term planning of interviews with HofSS, as part of recruitment process in SS. ● Liaise with the Admissions Team to establish timeline for SS Admissions, to organise tours of the school and to ensure continuity between HofSS, prospective parents and Admissions Registrar. ● Maintain excellent communication with members of the various groups of staff, pupils and parents on behalf of the HofSS ● Develop and maintain good relationships and effective communications with all of the Senior School community - teachers and professional services colleagues, parents, pupils and other external visitors to the school. ● To align all processes with those used by Pupil Support Admin Team as well as other admin functions in the Senior School ● Carry out any other duties as directed by the Head of Senior School or Pupil Support Admin Team Leader 	40%
3	<p>Duties specific to other members of SSLT</p> <ul style="list-style-type: none"> ● Charities Day (for Deputy Head, Enrichment) - responsible for: Manage planning document for Charities Day, ensuring that all stakeholders know where they need to be and what they will contribute and when. Creating a timeline of future planning and also the Running Order of the day itself. 	10%
4	<p>Collaborative Administration responsibilities:</p> <ul style="list-style-type: none"> ● To work with other administrative colleagues when necessary to ensure the smooth running of the HofSS' office. ● To provide dedicated admin support to members of the SSLT who are undertaking specific and time-limited development projects. 	5%

5	To participate in appropriate professional staff development opportunities both in and out of the school and to take part in the School's Staff Development Scheme, including Appraisal and Review.	5%
---	---	----

KEY CONTACTS AND WORKING RELATIONSHIPS:

Building and maintaining effective relationships with all of the SSLT team members.

Keeping in general contact with key Operations colleagues - Janitors, Catering, IT, AV, print room and Reception - in order to maintain smooth running of the HofSS' office and processes.

Manage the Senior School Engagement Group (SSEG). Putting together a group of parents who sit on the parent liaison group. In managing the school insignia process, the role holder is in regular contact with uniform suppliers and insignia manufacturers - placing orders and investigating new products we may be interested in, or may require designed to order.

Communicating with the Pupil Council Groups, inviting pupils and colleagues to meetings.

PLANNING AND ORGANISING:

This role has a key part in the organisation and planning of key school events (see below). Forward planning and facilitating the events need to be updated annually and instructions communicated to parties involved to ensure the smooth running on the day.

Head of Senior School
S1-S3 and S4-S6 Prizegiving Ceremonies
Kirking of the Master
Remembrance Day
St Giles'
Founder's Day
School Insignia system
Senior School Engagement Group - liaising with guidance and communicating with parents to enlist them to join the group.

Others in SSLT
Charities Day

PROBLEM SOLVING AND DECISION MAKING:

A large portion of the job can be reactive, requiring flexibility, quick thinking and time management prowess.

The postholder is required to balance long-term planning with short term objectives and the reactive nature of the role.

Tasks vary daily, depending on the schedule of the HofSS, and changes in their own workload and deadlines. Tact, diplomacy and a sympathetic ear are required on a daily basis.

Manage last minute diary changes.

RESOURCES AND REQUIREMENTS:

Provide direct administrative support for the HoSS and, on a limited basis, for others in SSLT.

Fully support several in-house committees (SSEG, Pupil Council, SSLF).

KNOWLEDGE, SKILLS AND EXPERIENCE:

Essential:

- A proven administration, business administration, or other relevant qualification
- Excellent, diverse and confident use of IT systems and packages
- Excellent IT skills in all Microsoft or Google packages and updating with new school systems as required.
- Proven track record of building, maintaining, and nurturing positive and productive relationships with a range of internal and external stakeholders in order to promote change effectively.
- Ability to be flexible in working hours, and to deal with situations confidently should management be unavailable.
- Ability to work to tight deadlines, under pressure, completing work on time and to a high standard.
- Experience of working with highly sensitive information.
- Experience of handling delicate situations that require empathy, diplomacy and tact.
- Excellent oral and written communication skills.
- Excellent organisation, planning and time management skills.
- Customer focused; responsive and proactive approach supported by previous customer service experience.
- Accurate with a high level of attention to detail.
- Strong team working approach.
- Positive and amenable disposition.
- Ability to show discretion and sensitivity and adherence to confidentiality.
- Self-motivated and able to work on own initiative to tight deadlines.
- Ability to follow and comply with internal processes and procedures.
- Ability to balance long-term planning with short term objectives.

Desirable:

- Experience of working within an educational setting.
- Awareness of child protection issues related to working in an educational environment.
- Experience of using a variety of databases - Microsoft Excel and Word, Google, Pass/3SYS, pivot tables.
- Experience of producing project plans, high quality presentations and reports.