



Title of Role

Administration Lead & PA to the Headteacher

Line Management Responsibilities

Responsible to: Headteacher

Responsible for: Administration staff based in the main school office

Role Purpose

1. To act as personal assistant to the Headteacher including managing the admissions process for new children and young people from initial visit to placement offer
2. To co-ordinate and oversee school administrative processes
3. To complete statutory whole school administrative priorities at key points in the school calendar for example, the DfE school census
4. To provide administration support to the SLT and Governors
5. To lead and manage the administration team

1. TO ACT AS PERSONAL ASSISTANT TO THE HEADTEACHER

- To respond in a timely manner to all new pupil enquiries ensuring as far as possible enquiries result in acceptance of a placement offer
- In liaison with the Headteacher and SLT co-ordinate new pupil assessments and visits, devise and issue new pupil information packs and induction information
- To maintain the Headteacher's diary and assist with arrangements for visitor events
- To maintain a 'bring-forward' file, ensuring that the Headteacher is prepared with the necessary paperwork for any event sufficiently in advance
- Deal with incoming correspondence, post, email, text and telephone calls and distribute as necessary
- Deal with concerns about children and young people, which can be of a complex and sensitive nature
- Receive and welcome visitors to the school on behalf of the Headteacher, in a courteous, pleasant and welcoming manner
- Provide administrative support for Headteacher reports to governors and Trust Board
- To manage the School's enquiries and admissions email accounts
- To maintain records of staff absences in the administrative team

2. SCHOOL ADMINISTRATIVE PROCESSES AND OUTCOMES

- Produce an annual calendar of key School activities in liaison with the Headteacher and SLT
- Co-ordinate and oversee the administration of key activities in the School's annual calendar
- To provide support for the Deputy Headteacher and Designated Safeguarding Lead in maintaining the School's Single central Record (SCR) including visitor protocols and processes



<ul style="list-style-type: none">○ To organise, gather information for, circulate agendas, take and distribute minutes, organise interpreters (where appropriate) for meetings as requested by the Headteacher
<ul style="list-style-type: none">○ Organise pupil files to ensure information including placement plans and LA Agreements are filed accurately, up to date and available to legitimate users.
<ul style="list-style-type: none">○ Organise the safe storage of archives and arrangements for the disposal of confidential documents/media
<ul style="list-style-type: none">○ Liaise with the SLT to ensure all policies are up to date and available to staff
<ul style="list-style-type: none">○ Manage the School's pupil and staff management information systems ensuring data is accurate, fit for purpose and appropriate permissions are in place
<ul style="list-style-type: none">○ In liaison with the Headteacher, Governors and IT support, ensure the School's website is up to date, legally compliant, informative for those who wish to use it and attractive to prospective parents and placing authorities
<ul style="list-style-type: none">○ Provide a wide range of detailed and sometimes complex or specialist documents to high standards of accuracy within tight timescales ensuring the needs of governors and board members are met
<ul style="list-style-type: none">○ To maintain the School's intranet with support from the School's designated IT support service
<ul style="list-style-type: none">○ To ensure new pupils and staff have appropriate permissions to use and access the School's intranet; to maintain accurate email groups for School users
<ul style="list-style-type: none">○ To coordinate with the Headteacher and other appropriate staff, effective home-school information and messaging

3. TO COMPLETE STATUTORY WHOLE SCHOOL ADMINISTRATIVE PRIORITIES AT KEY POINTS IN THE SCHOOL CALENDAR FOR EXAMPLE, THE DfE SCHOOL CENSUS

<ul style="list-style-type: none">○ In liaison with the Headteacher, complete the DfE school census
<ul style="list-style-type: none">○ In liaison with the School's SLT and Headteacher, oversee the preparation for publications and returns for the DfE, Local Authorities and other agencies
<ul style="list-style-type: none">○ To contribute to the completion of whole school administrative priorities at key points in the school calendar including but not limited to, presentation lunches, parents' evenings, open days, options evenings
<ul style="list-style-type: none">○ To notify parents/carers/local authorities of school events
<ul style="list-style-type: none">○ To collate pupil information including consent forms each academic year and throughout the year for new pupils and pupils starting throughout the year

4. TO PROVIDE ADMINISTRATION SUPPORT TO THE SLT, GOVERNING BODY

<ul style="list-style-type: none">○ To liaise with the Chair of Governors on governance matters and ensure relevant information is available to all Governors on the Governor Hub
<ul style="list-style-type: none">○ To provide general administrative support to the Governing Body including<ul style="list-style-type: none">▪ typing agendas for meetings, collating and uploading documents to the Governor Hub▪ Attending all Governing Body meeting, taking minutes, uploading documents to the Governor Hub in a timely manner▪ Booking BSL/English interpreters for Governing Body meetings
<ul style="list-style-type: none">○ To organise administration support for activities organised by members of the SLT



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- To administrate staff recruitment, selection and assessment processes for example, preparing role specifications, interview arrangements, letters to applicants, seeking and collating references, arranging induction briefings for new staff
- To take minutes at and collate information for employee relations processes for example, discipline and grievance matters
- To maintain access to DfE portals and online services ensuring appropriate staff have access
- To update DfE records kept online

5. TO LEAD AND MANAGE THE ADMINISTRATION TEAM

- To co-ordinate the annual and day to day activities of the administration team
- Participate in managing the performance of administrative staff
- Ensure reception areas are tidy and welcoming and staffed at all times
- To ensure the schools visitors policy is followed at all times including: records of visitors to the campus and staff working outside normal hours are accurate and up to date; visitor identity is checked, recorded and adequate supervision to safeguard pupils is in place at all times

PERSON SPECIFICATION

KEY: A: Application form I: Interview/selection & assessment activities R: reference and other employment checks C: Certificate

Education/training/qualifications	Essential/ Desirable	Measured by:
▪ A good standard of general education ideally to Level 4 or above or, able to demonstrate work and experience at an equivalent level	E	A/R/C
▪ English and Mathematics at L3 or above or equivalent experience of using maths and English at these levels	E	A/R/C
▪ IT at Level 2 or above or able to demonstrate competence at this level	D	A/R/C
▪ A Level English	D	A/R/C
▪ Level 3 IT practitioner	D	A/R/C
▪ British Sign Language L2 or above or willing to start working towards Level 2 as soon as practicable after appointment	E	A/R/C

Experience	Essential/ Desirable	Measured by:
▪ Demonstrable administrative and organisational skills gained through previous experience	E	A/R/I
▪ Experience of using a range of off the shelf office software including Word, Excel, Publisher, PowerPoint	E	A/R/I/C
▪ Experience of managing competing deadlines	E	A/R/I
▪ Experience of front line management	D	A/R/I
▪ Experience of Arbor or a similar school management information system	D	A/R/I

Knowledge	Essential/ Desirable	Measured by:
▪ Knowledge of LA/Ofsted/DfE expectations policies, procedures and systems relevant to role	D	A/R/I
▪ A basic knowledge of school governance matters	D	A/R/I
▪ Knowledge of a range of management information systems applicable to schools	D	A/R/I

Personal qualities	Essential/ Desirable	Measured by:
▪ Proactive, non-judgemental, confidential, fair and able to motivate others	E	R/I
▪ Keen to further own and others' continuous professional development	E	R/I
▪ A cheerful and optimistic personality	E	I/R



Skills & Attributes	Essential/ Desirable	Measured by:
▪ Excellent organisational and interpersonal skills	E	A/R/I
▪ Able to put good and best practice first line people management skills into practice	E	A/R/I
▪ Able to work independently and under pressure to meet deadlines	E	A/R/I
▪ Attentive to detail and the capacity to work accurately under pressure	E	A/R/I
▪ Able to actively promote and maintain confidentiality	E	A/R/I
▪ Able to work with flexibility including occasional evening work	E	A/R/I
▪ Able to take concise minutes and notes which are factually accurate and meaningful to participants and fit for external scrutiny	E	A/R/I
▪ The ability and willingness to manage own CPD needs and those of a small administration team	E	A/R/I
▪ The ability to be a creative solution finder to new and existing problems	E	A/R/I

Physical and Mental Health	Essential/ Desirable	Measured by:
▪ The ability to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010	E	A/I
▪ Own physical and mental health does not constitute any risk to the health, safety or well-being of others or jeopardise the continuity of support the role provides to them	E	A/I/R

Summary Terms & Conditions

The role is full time 37/37 hours each week for 42 weeks each academic year. The suggested pattern of hours is between 8am and 4.30pm Monday to Friday however opportunities for flexible working are available. The final pattern of hours together with the number of working weeks will be discussed and agreed with the successful applicant.

Pay is based on Royal School for the Deaf derby Pay Scale for Administration Lead Points 18 – 23 pro rata. This currently equates to an actual gross annual salary of £26, 713 -£29,275 (pay award pending)