

ADMINISTRATOR TO ASSISTANT HEADS (PART-TIME)- JOB DESCRIPTION

Department	Administration
Main purpose of role	The Administrator to the Assistant Heads is part of the admin team supporting SLT, responsible for providing administrative support to the Assistant Head (Co-curricular and Operations and Assistant Head (Teaching and Learning).
Reporting to	PA to the Headmaster
Departmental Information	Part of the Administration Team, comprising of the PA to the Headmaster, PA to Deputy Heads, the Sixth Form Administrator and the Performing Arts Technician and Administrator. The team sits within the wider Administration team which includes the Office and HR Systems Manager, two Receptionists/Administrators, Recruitment Co-ordinator and HR Administrator. Many other support roles exist within the College but fall under different line management. Members of the team do collaborate and some flexibility and cover for other posts is expected. The organisation, known for its friendly, welcoming and open atmosphere, employs staff with a very wide variety of expertise and specialisms. Working for the Princethorpe Foundation would give a great chance to learn and develop in a fast-paced environment with no two days being the same.
Key duties and responsibilities	• Provision of general administrative support for the two Assistant Heads. Some flexibility and cover for other posts is expected, particularly for the PA to the Deputy Heads and Sixth Form Administrator. • Provision of administrative support to Assistant Head (Co-curricular) such as: the termly calendar, co-curricular calendar and reporting, sports administration, school productions, school trips, celebration lunches and oversight of related co-curricular software (EVOLVE and SOCS). • Provision of administrative support to Assistant Head (Teaching and Learning) such as: INSET, Teacher CPD, Trainee Teachers and Prep rota. • Acquisition of new skills, particularly IT related, as required by the developing needs of the business. • Full participation in the corporate effort, including adherence to corporate branding. • In collaboration with senior managers and the PA to the Headmaster, assist as may be necessary in delivering the Foundation's Serious Incident Policy, should an emergency arise. • Maintaining high levels of confidentiality and discretion. • Supporting the marketing of the school, including assisting with preparation for and attendance at open days, entrance examination days and other special events (including some occasional work at weekends/evenings). • Meetings - attending and taking minutes as required. • Photocopying and filing. • Proactive approach to updating office information and procedures. • Assisting in the coordination of whole school events as required. • Other administrative duties as may reasonably be requested.

	The Foundation reserves the right to amend these duties from time to time according to business needs.
Hours and place of work	This is a part-time, part year post working 30 hours per week, Monday to Friday. Benefits include 25 days paid holiday per annum plus bank holidays (pro rata) to be taken during Princethorpe College school holidays.
Salary	The starting salary for this role is D12 of the Princethorpe Foundation support staff scale, currently £27,074 full time equivalent per annum. £17,652 actual pay per annum.
Safeguarding Children	The postholder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's child protection policy statement at all times. If in the course of carrying out the duties of the post the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school must report any concerns to the Deputy Head (Pastoral) or the Headmaster.
Mandatory training	• Safeguarding training • Health & Safety induction

PERSON SPECIFICATION		Essential	Desirable
Experience/ knowledge	A minimum of two years' administrative experience		Y
	Familiarity with school database system or equivalent		Y
	Administrative experience within a secondary education environment		Y
	Electronic diary and room bookings management		Y
Technical job related skills	A high standard of computer literacy including a good working knowledge of Microsoft Word, Excel and Outlook	Y	
	Project planning / coordination		Y
	Typing skills		Y
	Experience of minute taking		Y
Personal job- related skills	Good time management and organisational skills and ability to plan and prioritise a varied workload	Y	
	Ability to work on own initiative and as part of a team, interacting effectively with staff at all levels including senior management	Y	
	Excellent verbal and written communication skills	Y	
	Ability to work under pressure and to deadlines	Y	
	Ability to effectively handle enquiries from students, parents and prospective parents	Y	
	Excellent customer service skills	Y	
Qualifications	5 GCSEs (including Maths and English)		Y
	First Aid qualification		Y
Other requirements	To work in a manner which supports the ethos and culture of the college		Y