

# **Lytchett Minster School**

## **Job Details and Person Specification**



**Post: Administrative Assistant - SLT**  
**Job ref: XS8.4B**  
**Reports to: Head's PA**

### **Main job purpose**

The postholder will be responsible for providing efficient administrative support for the Senior Leadership Team, including an element of HR support. An excellent command of written English and a high standard of literacy is essential for this role.

The postholder will liaise with a number of stakeholders on a regular basis (including the Head's PA, members of the school's Senior Leadership Team, Payroll and Occupational Health as well as school staff, students, Governors, parents, carers, professionals, volunteers, the public and visitors) and will be required to maintain the high standards of the school.

The post will provide plenty of variety each day, given the range of challenges, staff and tasks involved. The post holder must be able to work flexibly, be able to plan, prioritise and manage time effectively. The school environment is busy with conflicting deadlines; the role will require you to balance a heavy workload providing support to SLT as well as alongside the Head's PA to support the HR function in an environment where frequent interruptions are commonplace. You will also be expected to work flexibly in support of wider school events and priorities as they arise. The role will involve an occasional need to work in the evening to support SLT at meetings.

As part of this role, you will deal with confidential material. Training will be provided in school policies and procedures relating to staff. Building positive relationships with staff members is essential to this role.

### **SLT Administrative duties**

- Preparing and sending letters and other documents for SLT.
- Preparing and sending suspension letters.
- Using the 'Arbor' email system to distribute letters and messages to parents.
- Preparing LEA returns (e.g. exclusions).
- Dealing with holiday requests and related documentation e.g. penalty notices.
- Assisting in the preparation of the monthly school newsletter.
- Organising and promoting the Lytchett Lecture Series.
- Minute taking at half-termly Parent Forum meetings (evenings), Student Voice meetings and Staff Briefings.
- Preparing refreshments for meetings.
- Arranging tours for prospective parents.
- Monitoring the 'office' email.

### **Other duties**

- Providing cover for main school reception, as required.
- Updating the school bulletin and screens.
- Helping to run the Lytchett Services shop each morning 8.45-9.15am (uniform/equipment).

- Supporting with First Aid, as necessary, in the Medical Room (First Aid training can be provided).

## **HR Administrative duties**

**The postholder will be required to support the Head's PA in:**

- Maintaining accurate and up-to-date manual and computerised personnel records for all teaching and non-teaching staff. To manage and implement effective sickness policies to improve staff welfare and reduce overall sickness and this may include undertaking return to work interviews with members of staff following sickness absence.
- Supporting the implementation of policies and procedures governing terms and conditions, including calculating annual leave entitlements, maternity, absence for staff etc., ensuring that consistency is maintained across the School.
- Managing the administrative work associated with the recruitment of teaching and non-teaching staff including: compiling advertisements, job details, sending for references, compiling interview programmes.
- Organising pre-employment clearances, checking and distribution of employment contracts, and supporting induction/probation, including delivering induction sessions to new employees. To check all pre-employment documentation associated with the Disclosure and Barring Service (DBS), is in place prior to the commencement of employment.
- Co-ordinating the information required for staff at all stages of employment including new starters, amendments and leavers, updating the HR information system and notifying relevant departments e.g. payroll.
- Completing payroll input, ensuring documents are correctly authorised and processed and that any queries are raised. To liaise with and inform the Payroll team as necessary about changes to payroll and ensure accurate records are kept, advising employees and managers on pay issues.
- Carrying out due diligence checks (e.g. social media/internet checks) for interview candidates.
- Assisting with Disciplinary, Grievance and other investigations and hearings, including arranging meetings, sending letters and documents and attending to take minutes.
- To complete LEA, DfE and other returns as necessary.

There may also be the opportunity to help support external weekend events (such as weddings). Such events would be paid as overtime.

## **Person Specification**

- 5 GCSEs (or equivalent) including English and Maths at grade C or above
- An excellent standard of written English and literacy is essential
- Excellent and proven organisational skills
- The ability to work to deadlines
- The ability to work with and improve systems
- A problem solving approach
- An aptitude for accuracy and detail
- Excellent ICT skills including MS Office
- The ability to work with young people and colleagues at all levels
- Previous school experience including the use of Arbor would be an advantage
- First Aid training qualification would be desirable

## Conditions of Service

<b>Salary Grade:</b>	Grade 6 (spinal column points 6 - 9)
<b>Salary rate:</b>	£20,025 - £21,052 per annum
<b>Contractual hours:</b>	37 hours per week 8.30am – 4.30pm Monday to Thursday, 8.30am – 4.00pm on Friday
<b>Contract type:</b>	Permanent
<b>Contractual weeks:</b>	Term time only (including INSET days)
<b>Annual Leave:</b>	Leave entitlement including bank holiday payments included in salary – <u>no</u> entitlement to take leave during term time