



## **JOB DESCRIPTION**

<b>Job Title:</b>	Senior Leadership Assistant
<b>Grade:</b>	9 (£23,868 - £26,397 FTE)
<b>Responsible To:</b>	Senior Leadership Team
<b>Hours:</b>	8.30 am to 4.30 pm (Mon–Thurs) & 8.30 am to 4.00 pm (Fri) x 40 weeks pa
<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>• To provide comprehensive, professional and fully confidential administrative support to members of the Senior Leadership Team.</li><li>• To take executive decisions and action in partnership with and on behalf of the Senior Leadership Team.</li><li>• To act as office manager, supervising and maximising the effectiveness of the school administration team and ensuring the smooth running of the 'front of house' function.</li><li>• To uphold the vision, ethos and high standards of the college, approaching the role in a proactive way with unfailing commitment towards continuous improvement.</li></ul>

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. To act as first point of contact for members of SLT where required, including liaison with other members of staff, governors, parents/carers and external agencies in person or via letter, telephone and email.
2. To manage and maintain SLT diaries where required.
3. To determine and manage SLT filing and information retrieval systems where required.
4. To produce correspondence, reports and documentation required by members of SLT, often working to short deadlines, and ensuring that tasks are fully completed with a high level of accuracy.
5. To produce typed documents from notes and drafts using relevant software packages.
6. To compose and send out routine letters, texts and emails as directed by members of SLT and respond on their behalf as required.
7. To support procedures for the appointment of school staff through liaison with members of SLT and the Principal's PA.
8. To co-ordinate arrangements for meetings, prepare papers and materials as required, arrange hospitality, take minutes and undertake follow-up action as necessary.
9. To act as clerk for meetings with governors and external bodies as required.
10. To perform a range of high-level administrative tasks and produce complex written documentation within general guidelines with minimal supervision.
11. To assist in the development of new administrative procedures and systems.

12. To be responsible for the office management and supervision of reception and administrative staff, including responsibility for planning and prioritising their workload and for upholding high standards.
13. To line manage administrative staff and reception staff within the office and complete relevant appraisal processes.
14. To monitor and evaluate higher-level management information and procedures.
15. To undertake research, interpret legislation and collate internal and external data, advising and reporting to SLT as necessary.
16. To provide assistance and co-ordination as required of whole-school events, school liaison and marketing activities involving members of SLT.
17. To maintain a flexible working approach in order to accommodate day-to-day operational matters.
18. To show initiative and anticipate challenges and opportunities.
19. To maintain an understanding of school procedures and priorities.
20. To undertake project management work as required.
21. To perform any task or duty under the reasonable direction of the Principal.

**SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) The postholder may be required, at times, to work across other schools / establishments / relevant agencies in the locality.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service (DBS) regarding any previous criminal record.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Brockington College will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable candidate with a disability.**