



Job Description & Person Specification

Job Title:	Administrator (Teaching and Learning)
Location:	Hinchingbrooke School
Reports to:	Assistant Principal (AP)
Salary Scale & Hours:	37 hours per week

Purpose

- To satisfy the roles and responsibilities set out in the job description and any additional tasks reasonably requested by members of Senior Leadership Team (SLT)
- To carry out the duties in this job description in a professional and positive manner and to work towards the agreed aims of the school.

Duties & Responsibilities

- Supporting the Assistant Principal for Teaching and Learning with the organisation, distribution, ordering of Knowledge Organisers and Self-quizzing books.
- Providing administrative support for the schools Literacy program and the Literacy Co-ordinator in booking guest reading slots, the promotion of internal literacy events and other tasks as needed.
- Organisational and administration support for a range of departments including,
 - producing and distributing rewards postcards
 - preparing notice and display boards
 - entering data
 - supporting recruitment needs of the departments
 - other administration needs as required.
- Supporting the annual Sports Awards, the school production and Picnic at the House events, with promotion, invitations and publicity
- Play a key role in promoting high standards of behaviour and celebration of success and ethos, as part of the Hinchingbrooke community
- Liaise with students, parents and carers where needed
- To liaise with other areas of the school, as required
- To work alongside staff to manage students on a day-to-day basis.

Leadership support

- To support the work of the Assistant Principal responsible for Teaching & Learning on a day-to-day basis
- To set high expectations and promote high standards of behaviour and discipline amongst the students
- To liaise with parents and carers as may be necessary to promote the areas in this job description
- To provide advice and guidance to students and parents through written and oral communication to instil and uphold the values and ethos of the school.
- To liaise with other such outside agencies or visitors as may be necessary to promote events.

Management

- To take notes of any meetings arranged for any of the purposes described above.
- To provide support and organisation for the Sport's Awards.
- To support day to day activities by, circulating materials and schedules, booking rooms and equipment, entering data and liaising as necessary with other staff and students.

Reports

- To support the Assistant Principal in producing internal reports.

Appraisal or review of performance

- To participate in the current arrangements made for the appraisal or review of performance
- To participate in arrangements for further training and professional development

Communications

- To publish minutes of meetings.
- To keep the Teaching and Learning area of the website up to date.
- To take responsibility for the quality and relevance of notices and displays within certain areas of the school.

Examinations

- To support the organisational arrangements for internal and external examinations.

Health & Safety

- Act during their employment with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health and Safety Policy



Safeguarding

- To adhere with the provisions of school and Trust policies, in particular the school policy for Safeguarding and Child Protection, the Trust Code of Conduct and the requirements of Keeping Children Safe in Education

Other

- To support the furtherance of the school's mission statement
- To share responsibility with others for specific aspects of the school environment
- To support colleagues in sustaining outstanding behaviour and attitudes to learning amongst students
- To provide administrative cover as required

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed..... (T&L Administrator)

Signed..... (Vice Principal)

Date.....



Hinchingsbrook School Person Specification: Administrator (Teaching & Learning)

Criteria	Desirability
QUALIFICATION AND PROFESSIONAL DEVELOPMENT	
Educated to GCSE level (A-C / 5-9 in English and Maths) or equivalent or NVQ2	Essential
A commitment to developing professional skills	Essential
SKILLS, KNOWLEDGE & EXPERIENCE	
Be able to achieve exemplary accuracy in tasks relating to the school's legal duties	Essential
Ability to communicate complex information both orally and in writing in a clear, concise and articulate way	Essential
Ability to provide strong administrative support including minute taking, reports, diary management	Desirable
Previous experience of working accurately with data including working with databases and data entry	Essential
Flexible and resilient – effective in the face of setbacks and pressure	Essential
Strong information and communication technology (ICT) skills	Essential
Ability to develop, implement and review admin processes	Essential
Ability to develop, implement, monitor and evaluate improvement plans	Desirable
Ability to produce accurate, clear reports on PowerPoint	Desirable
Ability to pay attention to detail and accuracy including record keeping	Essential
Ability to work pro-actively within Teaching & Learning and inter departments	Essential
Experience in quality assurance of department documents	Essential
Ability to prioritise and manage a heavy workload and conflicting demands whilst working to deadlines	Essential
INTERPERSONAL SKILLS	
Commitment to promoting and safeguarding the welfare of all staff and students	Essential
Ability to form sound relationships with colleagues and the wider school community	Essential
Ability to deal with difficult situations in an objective and professional manner	Essential
Ability to be diplomatic and tactful	Essential
High degree of discretion in dealing with confidential information	Essential
Possession of Integrity	Essential
Dedication to providing excellent customer service	Essential

Hinchingsbrook School is committed to promoting and safeguarding the welfare of all pupils and expects all staff and volunteers to share this commitment.