

Band 2, Point 11 Fixed Term

Part time; 21 hours per week; 39 weeks per year (up to three Saturdays)

Flexible working hours (for negotiation) Must fall between 8.00 – 4.45pm Mon – Thu, 8.00 – 4.00pm Fri (with 30 minutes lunch break)

Job Description

South Essex Teaching School Alliance was designated in April 2012. It is based at Westcliff High School for Girls. Its purpose is to support local schools and their staff to ensure that all children in the schools receive the best possible support and that this leads to good outcomes for them.

We work collaboratively with all our schools, the Local authority and many other groups on a range of projects such as initial teacher training, staff development and school to school support. To this end the work is interesting, diverse and ever changing.

This job description gives a flavour of the work that is required. However policy and opportunities change at a pace and we need to respond to every opportunity as and when it arises. Therefore this job will suit someone who is able to work smartly and is comfortable combining routine administration with new initiatives.

Job Purpose

To provide efficient and professional support to the Director of the Teaching School as part of the SETSA administration team

Main Duties and Responsibilities:

1. To provide secretarial and administrative support to the Director of SETSA as required.
2. *Teaching School*
 - To work with the senior SETSA administrator to undertake the full range of SETSA administration including the following:*
 - Arranging appointments as required for Teaching School activities and liaise with the Headteacher's PA re: Headteacher's diary for meetings*
 - *Organising agendas and distributing papers*
 - *Minuting meetings and circulating to attendees*
 - *Creating flyers and other promotional materials*
 - *Maintaining list of Teaching School partners*
 - *Maintaining contact with Teaching School Partners*
 - *Booking delegates onto conferences/events related to Teaching School*
 - *Maintaining teaching school data and records*
 - *Assisting with conference planning*
 - *Coordinate refreshments for conferences and meetings*
 - *Using and maintaining online calendar/diary system*
 - *Entering bookings and attendance for teaching school courses*
 - *Distribution of newsletter*
 - *Providing support, where required, for all Science Learning Partnership activities and commitments*
 - *Use the Southend Learning Network, where applicable*

3. To check the SETSA website and ensure the information is kept up-to-date.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above. It is not necessarily a comprehensive definition of the post.

The duties and this job description will be reviewed at frequent intervals and may vary to meet the changing demands of the department and school at the reasonable discretion of the Headteacher at any time.

This is a Regulated Post and postholders will need to be able to register with the Independent Safeguarding Authority.

It is Westcliff High School for Girls' policy that all support staff should have the role of Lesson Supervisor as and when required; this is an additional area added to the job description and there will be additional payment for this work if the hourly rate for your normal job is less than that of a Lesson Supervisor.

Main duties and responsibilities:

- To supervise whole classes during the short-term absence of teachers and to give instructions for the lesson as provided by a teacher.
- To maintain good order, acting as a role model, setting high standards of conduct and behaviour, dealing promptly with conflict and incidents in line with established policy, reporting all concerns to an appropriate person.
- To keep pupils on task and respond to general enquiries.
- To provide general feedback to teachers.
- To be aware of and support difference, ensuring all pupils have equal access to opportunities to learn and develop.

Holidays

All holidays must be taken during school closure periods and agreed with the Headteacher a year in advance.

September 2017

Person Specification

Experience:

Experience as a Secretary is essential.

Experience of word processing and administration systems is essential.

Previous experience in a school office is desirable.

Qualifications:

Word Processing, usual secretarial qualifications and any other relevant qualifications relating to the requirements of the job are essential.

Knowledge and Skills:

Excellent skills in data processing required, including experience in Microsoft Office; Word (particularly use of mail merge and table production) and Excel.

Enhanced oral and written communication skills are essential.

Good literacy and numeracy skills are required.

Excellent secretarial skills (including short-hand audio typing) are essential.

Knowledge and application of general school policies and procedures would be useful.

Aptitudes:

To demonstrate sensitivity and tact in contentious situations.

Maintenance of confidentiality and support for Headteacher.

Flexible in working arrangements to meet needs of school.

To have a patient and tolerant, customer focused attitude.

To be flexible and able to multi-task.

To be willing to attend training and development activities.

Able to plan and prioritise own work effectively.

An ability to work accurately under pressure and to deal with interruptions.

Ability to resolve routine issues independently within general procedural framework, but referring complex or serious problems to a manager.

Ability to develop effective working relationships.

A commitment to the wider life of the school.