

SMT Secretary and School Administrator

We are seeking a friendly, professional and experienced person, who can work as an effective member of our highly regarded School Administration team. The person we are looking for has excellent communication and organisational skills and will have the ability to work under pressure with competing demands and deadlines. An excellent working knowledge of Word and Excel is expected. We need a people person, with common sense and initiative, who will understand our ethos and enjoy playing an important part of our School. You will be expected to provide first aid and therefore will need to either have a first aid qualification or attend training to become qualified.

We expect the successful candidate to:

- Have excellent IT skills, including word processing, spreadsheets and email;
- Have excellent organisation skills and be able to prioritise their workload
- Be able to relate well with children and adults; and
- Be able to work through set tasks carefully, timely and accurately.

Halliford School is committed to the safeguarding and welfare of every child and expects every member of staff to share this commitment. Any offer of appointment would be subject to an enhanced disclosure application to the Disclosure & Barring Service and satisfactory references.

Time: 40 hours per week (5 days 8:30am to 5pm during term time and 9am to 4pm during school holidays) full time role.

Salary scale: Competitive:

Start Date: As Soon as Possible

Closing Date Tuesday 10th December 2019 with interviews to be held on either Friday 13th or Monday 16th December.

Job Description

To provide highly effective, highly confidential administrative support to the Senior Management Team relating to all academic and pastoral issues, and be the first point of call for the School's administration needs.

To provide additional support to the Headmaster's PA & HR Officer in all matters.

To assist the Registrar and Marketing Assistant with school events and preparation of school publications and social media.

To assist cover with Reception wherever necessary, providing a welcoming and professional service to all visitors and telephone callers.

To support the diary and planning process with the Assistant Head of Co-Curricular including specific support relating to the production of the termly calendar and the administration of future trips on our Evolve system.

To act as the Duke of Edinburgh verifier (training provided) and administrator in conjunction with the Duke of Edinburgh Co-ordinator.

Other duties as required

General Duties to include:

Personal support to the Senior Management Team. Including diary management, providing comprehensive administrative support and preparing for/minuting their meetings.

General school administration including communication to parents, staff and Governors.

Fully access and utilise the school MIS System (CPD will be provided to the successful candidate).

Attend Open Mornings and Open Days assisting the Registrar with preparation and taking an active role on the day. Assisting at the Entrance Exam Day each year.

Provide assistance to the Marketing Assistant in relation to the school website, marketing publications such as The Hallifordian and social media content.

Update the website in conjunction with the Marketing Assistant.

Specific duties to the Headmaster's PA & HR Officer:

Admin support including general correspondence, labels, emails, electronic communications.

Maintain the filing systems.

Take minutes at the weekly staff briefing and termly staff meetings.

Assist in the set up and running of all school events throughout the year.

Specific support during A Level and GCSE results weeks in August.

Assisting with parental enquiries.

Person Specification

Be well presented, warm and friendly with a good sense of humour.

Be empathetic and understanding - even when under pressure.

A good team player with good communication skills - both oral and written.

Be able to draft clear and grammatically correct emails and letters.

Be able to work independently on tasks and prepared take responsibility for their area of work.

Have a 'can do' positive attitude to problems and be inclined to look for solutions.

Be able to multi-task.

Be well organised, efficient, able to work under pressure and flexible.

Be able to demonstrate good proficiency in the use of Microsoft Office applications and in particular Word and Excel (including the ability to do mail merge).

Have the ability and motivation to learn new skills.