



ROYAL ALEXANDRA AND ALBERT SCHOOL

Job title: Secretary to SLT

Responsible to: Assistant Headteacher (Pastoral)

Job Purpose: To provide effective and efficient support for the Senior Leadership team across their specific areas. At the current time this will primarily involve working directly with Deputy Head – Director of Studies and two Assistant Heads. This is an interesting and varied role covering a large number of areas covering all aspects of the school's curriculum life and work.

This is a term-time appointment (35 weeks) plus 5 weeks (40 weeks per annum)

Hours: 37.5 hours per week term-time (35 weeks per annum), 37.5 hours per week (5 weeks per annum)

MAIN TASKS:

- Managing Outlook calendar for members of the SLT
- Minuting weekly meetings with Assistant Headteacher and Heads of Year/KS Co-ordinator/SEN Assistant/SIA – circulating minutes and agenda for next meeting
- Minuting Pastoral Meetings (after school once per half term until 5pm) – circulating minutes and agenda for next meeting
- Minuting weekly Briefings
- All behaviour-related letters as required for : Assistant Headteacher, KS Co-ordinators, Asst KS Co-ordinators, Heads of Year, Senior Tutor Pastoral, Head of Boarding, Headteacher.
- Maintaining Excel spreadsheets of behaviour records to include Exclusions, Bullying, Withdrawal of Boarding Place etc.
- Inputting behaviour incidents onto SIMs and linking letters
- Maintaining records on SIMs for confiscated items
- Commendations – mailmerging labels for postcards and printing certificates. Analysing data from Excel spreadsheet
- Celebration lunch – mailmerging letters to Governors, staff and parents informing them of termly celebration lunch
- Department postcards – printing labels and addressing postcards ready for Achievement Co-ordinator's signature and posting

- Updating and printing report cards – Red House, Yellow House, Red School, Yellow School, Tutor etc
- Using SIMs and behaviour records in Excel to complete PSP and BPSP paperwork
- Compiling information for Board of Governors meeting of school events – current and forthcoming
- Issuing spare uniform to pupils as required
- Ensuring 'Blue Folders' in staff room have the required paperwork in them
- Providing support for fire drills as required by Office Manager
- Collating, recording and producing weekly letters home regarding Supervised Prep. Keeping an on-going record on Excel and issuing registers
- Filing and general office duties – answering phone from concerned and often upset parents

PERSON SPECIFICATION:

- Excellent communication skills both written and verbal
- Excellent IT skills (word, Excel, Powerpoint, Mailmerge, Outlook)
- SIMs experience would be an advantage but training will be given.
- Ability/ willingness to take decisions, manage time effectively and work unsupervised
- An approachable, flexible attitude and the ability to prioritise
- Confident handling of numbers, data and an understanding of spreadsheets/formulas and results.

PERSONAL QUALITIES:

Flexible to prioritising workloads/hours during heavy work periods.

To have a methodical approach to information gathering, recording and reporting, and to be proactive.

To be able to work to fixed time scales, to be able to cope with and adapt to change and interruptions in busy office environments.

To work as part of a team liaising with colleagues across the school.

To be able to converse with staff, students, parents and outside agencies clearly and effectively.

To be approachable, with the ability to think things through and have a good sense of humour.

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.