



## HATTON ACADEMIES TRUST

### JOB DESCRIPTION

<b>Job Title:</b>	<b>Assistant to the Senior Leadership Team (Oakway Academy)</b>
<b>Line Manager:</b>	<b>Business Manager</b>
<b>Salary:</b>	<b>NJC Scale Point 18 – 20</b>
<b>Hours:</b>	<b>37 Hours per week, 40 weeks per year</b> Flexibility will be required in order to meet the requirements of the role

#### Job Purpose

To provide high quality business management skills and support for the Principal and Senior Leadership Team (SLT) as required in order to ensure the efficient operation of their functions in the leadership of the Academy. This support enables the members of the Leadership Team to concentrate on delivering high quality educational outcomes for learners.

To work effectively with teachers, support staff and other professionals, applying personal strengths and expertise to contribute positively to the overall aims and objectives of the Academy.

To provide effective support for all other members of the staff by sharing own knowledge and expertise in a professional and constructive manner.

To take an active role in supporting and developing a culture of team working for the benefit of students, both individually and collectively.

#### Principal Duties

- Management of whole school e-mails to [admin@oakwayacademy.org.uk](mailto:admin@oakwayacademy.org.uk) and [head@dlc.northants-ecl.gov.uk](mailto:head@dlc.northants-ecl.gov.uk) ensuring that the Principal is aware of any important emails.
- Communications on behalf of the Principal & other members of SLT, by telephone, email and personal contact, both within and outside of the Academy.
- Dealing with confidential items as relevant.
- Diary management of whole school diary; both paper SLT diary and online calendar.. To include reminding SLT of forthcoming important events.
- Responsibility for the word processing and management of school policy documents (both paper and electronic versions) to ensure that public policies are updated on the Academy Website in corporate format.
- To maintain a list of all Oakway Academy policies and their renewal date to ensure that the Academy maintains policies in a timely manner. Be responsible for ensuring that all policies are shared with relevant staff.

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- Support SLT with the Academy's prospectus materials including liaison with staff to update relevant sections and procurement from professional companies in accordance with the Academy's procurement procedures.
- Organising meetings – taking and publishing minutes for Primary Heads & Inclusion team meetings and staff briefings. Publishing minutes for other meetings as required. ie; exclusion panels.
- Attending termly SLT meetings alongside the Business manager to facilitate effective communication and task management.
- Secretarial duties – to carry out secretarial duties for the Principal and members of the SLT, including, but not limited to, the word processing and filing of letters, minutes, staff references and policies.
- Office administration, booking meeting rooms, meet and greet visitors on behalf of SLT if required.
- To support the Principal in her role as EVC. Facilitating the overall management of all trips and visits, including sporting competitions and events through the coordinating of letters and permissions and the bookings of coaches and venues and ensuring trips board within admin office is updated in a timely manner. Liaison with Data Administrator regarding the ordering of packed lunches and Business Manager for costings. Liaise with Finance administrator regarding chasing parents for outstanding payments.
- To act as the lead for updating the academy's website as directed by the SLT including the checking of information for statutory compliance.
- To be responsible, at the direction of SLT, for the creation and drafting of all curriculum communications with parents including trips letters, the weekly newsletter and other written forms of communication.
- To support SLT with enquiries and complaints to the Principal from parents and other stakeholders. Ensure that there is effective, timely and open communication with complainants/enquirers.
- To arrange for clerical support staff to carry out photocopying and distribution of paperwork on behalf of the Principal and Senior Management Team.
- To carry out the administration of identified special events on behalf of the Principal and SLT, including training days, parent's evenings and open evenings.
- To provide hospitality for visitors to the Principal, arranging refreshments for those attending meetings or interviews.
- To oversee the running of interview days, including the confidential copying of candidates paperwork.
- To manage the bookings of the after school clubs on offer to pupils including advertising clubs to parents, notifying parents of any cancellations and ensuring no clashes between staff commitments. (ie, PE staff on courses)
- To manage the booking of courses for staff, including updating of diaries, ensuring staff complete course evaluations after completion and the logging of such courses on Sims.net to enable reporting as required. Liaison with Finance Administrator regarding costings to ensure that purchase orders may be raised or travel booked as required.
- To be responsible for ensuring any staff absence requests are updated on Sims & within SLT diary; emailing the Vice Principal with details and for communicating with staff when their request is either approved or declined.
- Have an awareness of child protection issues and policies.
- Participate in staff, team and planning meetings and training sessions.
- Provide cover on the Academy's reception desk as required.

## General

- Maintain confidentiality at all times.
- Responsibility for safeguarding and promoting the welfare of children at the Academy.

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- The Academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- Share and actively promote the Academy's commitment to promoting equal opportunities and tackling discrimination
- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars
- In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Academy.
- To carry out other relevant duties as may be reasonably requested by the Principal or Business Manager commensurate with the pay and grade of the post.

Signed by Post holder \_\_\_\_\_

Signed by Principal \_\_\_\_\_

Date \_\_\_\_\_