



Aldenham
founded 1597

JOB DESCRIPTION

Job Title:	Part Time Administrator
Hours of Work:	20 per week – Monday to Friday 8am to 12 (noon) 34 weeks per year (term time)
Salary:	£10 to £12 per hour (dependent on experience)
Reporting to:	Senior Leadership Team

JOB PURPOSE

To provide efficient and effective secretarial and administrative support to members of the Senior Leadership Team.

MAIN DUTIES

1. Manage cover, allocating teachers to supervise lessons when another colleague is absent, as directed by the Assistant Head (Academic).
2. Prepare, maintain and update the school calendar, both for electronic and printed format, liaising closely with the Assistant Head Co-Curricular (AHCC).
3. Provide admin support to the Careers Officer, as directed by the AHCC.
4. Provide additional admin support as required, eg. to the Head's PA, Admissions Co-ordinator, admin team – including typing letters and documents, responding to emails, maintaining files.
5. Liaise between recruitment agencies and Human Resources when procuring supply staff.
6. Help plan and attend specific events which may occur on occasional evenings and weekends throughout the year (eg. Open Morning, VIth form information evening).
7. Any other reasonable duties as may be required.

ESSENTIAL

SKILLS AND EXPERIENCE

- Computer literate, especially Microsoft Office including EXCEL.
- Excellent word processing skills.
- Willingness to be flexible and undertake training.

- Good organisational skills.
- Ability to liaise with senior and middle leaders.
- Good written and verbal communication.
- Discretion and ability to maintain confidentiality.

DESIRABLE

- Familiar with a School Management Information System.
- School experience.

PERSON SPECIFICATION

1. Experience as a Secretary/PA.
2. Able to work flexibly to meet changing needs.
3. Good record of attendance and punctuality.
4. Able to work without direct supervision
5. Able to show initiative and prioritise workload.
6. Able to work independently and as part of a team.
7. Excellent time management.
8. Able to work under pressure.
9. Able to meet deadlines.
10. Maintain a positive outlook under pressure.
11. Act as a positive ambassador for the School.
12. Commitment to equal opportunities.

This is not an exhaustive list of duties and responsibilities but gives some idea of the type of tasks to be undertaken as a member of a busy administration team with specific responsibility to members of the Senior Leadership Team.