



STLS Administrator Job Description

Job Advert: November 2020

Start date: January 2021

LOCATION: Rowhill School, Longfield

The post is temporary in the first instance until the end of the academic year (31 August 2020)

Hours:

- 18.5 hours per week, 39 weeks per year
- Part time, negotiable and variable, dependent on needs of the Service
- Term time position
- Additional hours will be available at times, dependent on needs of the Service
- Earliest start time: 8:30 am
- Latest finish time: 4:00 pm

Salary Scale: Kent Range 4/5 (£18,129 - £20,483) depending on experience, pro-rata of full-time contracted hours

PURPOSE OF JOB

- To provide an administrative support service and assist in the smooth running of the Specialist Teaching and Learning Service, taking a proactive role in relation to its day-to-day functioning.
- To provide administrative and organisational support to Dartford STLS, including hospitality during training events.

REPORTING TO: Dartford STLS Lead

ACCOUNTABLE TO: Headteacher

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Support the day to day clerical and administrative functions of Dartford Specialist Teaching and Learning Service including clerical processes, handling incoming and outgoing correspondence, word processing, communication processes, IT based tasks requiring knowledge of various ICT packages and operation of office equipment.
2. Act as one of the main points for Dartford STLS, investigating and responding to queries, assessing the nature of telephone calls/emails and referring them onto the appropriate professional, where appropriate, managing follow ups and timescales as appropriate.

3. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
4. Liaise with pupils, parents/carers, staff and external agencies in a professional manner and as appropriate.
5. To handle all sensitive and confidential matters with discretion.
6. Answer enquiries received in person, by phone or via email from colleagues – responding to queries, relaying messages and acting on instructions as needed and referring on where appropriate.
7. Maintain the Rowhill Training Room electronic diary and respond to requests regarding room bookings as required.
8. Undertake a range of administrative tasks, developing, maintaining and monitoring all office systems, including computerised and manual database and filing systems, ensuring these are adapted where necessary to improve effectiveness in line with the County's Record Retention Policy, data protection and Freedom of Information protocols.
9. To provide clerical and administrative support, including collating information, filing, photocopying, maintaining and archiving pupil files.
10. To provide direct support, as required, to the Dartford STLS Lead and Specialist Teachers within the STLS team, including filing, sending out reports, preparing reports and requesting information on their behalf.
11. Input information relating to pupils known to STLS on the Synergy database, updating when necessary and retrieving information, as required.
12. Contribute to the planning and development of administrative procedures and systems.
13. To organise and support the implementation of School and EY LIFT meetings, processing LIFT requests, preparing agendas, communicating with relevant professionals, taking minutes and sending out documentation following these meetings, as required.
14. To organise and support meetings, including the LIFT Executive and ISG, preparing agendas and minutes as required. To ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.
15. Assist the STLS Lead in the drafting and preparation of external correspondence and publications, including the Dartford STLS Training Brochure, posters and leaflets.
16. To be involved with the preparation and organisation of events, including organising venues and catering, providing practical support at these events, as required.
17. To assist with the organisation of Dartford STLS training events, including booking places, the provision of refreshments and catering, invoicing, liaising with the school bursar regarding financial reconciliation, photocopying and preparation of training materials, data collation of evaluations and providing certificates for delegates.

**STLS Administrator
Person Specification**

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<p>Rowhill School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA Barred List for children.</p>	
<p>CRITERIA</p>	
<p>QUALIFICATIONS</p>	<ul style="list-style-type: none"> • GSCE Maths and English (or equivalent) – Grade C or above and/or NVQ Level 2 or 3 or equivalent • Ideally, relevant administrative qualifications
<p>SKILLS AND EXPERIENCE</p>	<ul style="list-style-type: none"> • Ideally, previous experience in an administrative role and/or experience of the work of a school and school systems and processes • Willingness to undertake appropriate training as required in order to fulfil the role • Computer literacy – ability to use a computer and produce a range of documents and reports, including non-standard reports, using Windows WP package, Excel spreadsheet and database functions. • Ability to develop, monitor and maintain effective computerised and manual systems and to suggest improvements. • Experience of undertaking a range of administrative duties at a senior level. • Ability to demonstrate excellent interpersonal skills in liaising/relationship building with a wide range of individuals, stakeholders and outside agencies. • Ability to work with a high degree of accuracy and attention to detail. • Able to plan, organise and prioritise work efficiently and effectively to achieve a variety of deadlines. • Able to take responsibility for own work with minimal supervision. • Able to use own initiative to solve problems and respond proactively to unexpected situations. • Ability to balance changing priorities. • Ability to deal calmly, tactfully and effectively with a range of people. • Commitment to equalities and the promotion of diversity in all aspects of working.
<p>KNOWLEDGE</p>	<ul style="list-style-type: none"> • Demonstrate an understanding of data protection, confidentiality and safeguarding issues in a school setting • Awareness of and work within national legislation and school policies and procedures relating to Health and Safety

