



Leadership Support Assistant

School Context

The Bishops' Blue Coat C of E High School is an 11-18 Comprehensive School, situated on the eastern outskirts of Chester, in Great Boughton. We currently have 1042 pupils on roll, 73 teaching staff and 70 non-teaching staff.

The school uses various software packages including SIMS, Impact, IRIS and Schoolcomms, as well as Microsoft Office 365.

Main Purpose of the Post

We are seeking an enthusiastic, energetic and confident person to join our Leadership Support Team to provide assistance, organisation and analysis support for the headteacher and senior team to allow them maximum time to devote to the management of the school to achieve SIAMs, Ofsted and Stakeholder success.

Principal Responsibilities of the Post

1. Provide a full secretarial service to the senior leadership team (including diary, word processing and confidential correspondence) to support them in managing the school.
2. Communicate with colleagues, parents, students, and external agencies with and on behalf of the senior leadership team. The successful applicant will have good written and oral communication skills and understand the importance of producing and maintaining accurate and professional documentation.
3. Provide analytical support to quality assurance processes using the software tools available. This will involve understanding and improving upon existing procedures, liaising with colleagues to identify what their needs are, writing and implementing new procedures when necessary.
4. Provide support to the Senior leadership team, inputting data, creating reports and ensuring data is correctly filed and stored. The successful applicant will take and dispatch of minutes and other documentation to achieve a timely and effective review of student progress and will have a good understanding about GDPR.
5. Assist and organise, under the leadership of the senior team extra-curricular events and activities to ensure effective deployment for the benefit of the school.
6. Manage, plan and co-ordinate alongside the Leadership Support Supervisor, Stakeholder events and feedback. This involves analysing feedback and informing management discussions on how such events could be used to support SIAMs, Ofsted and Stakeholder success.
7. Undertake routine duties as necessary to ensure the provision of a quality service for the leadership team. This will include the preparation, planning and co-ordination of short, medium- and long-term plans in accordance with the school development plan.
8. Undertake in consultation with colleagues to support the school's wider administrative needs. This will include provision of first aid assistance (training will be provided if required) and the supervision of students at lunchtime as part of a staff duty rota and occasionally at other times when required.

Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the jobholder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Safeguarding Young People

All applicants should be aware that the school operates a rigorous policy for safeguarding children and young people. All applicants for posts at the school will be required to undergo an Enhanced Disclosure and Barring Service check, and at interview they will be questioned about issues relating to ensuring young people's safety.

Management

The post holder's line manager will be the Leadership Support Supervisor.

The postholder will not directly manage the work of any other employee.

Contacts

Governors
Teachers and support staff
External Agencies
Parents and visitors
Students

Commencing as soon as possible

Full Time

37 hours per week

8.30 am to 4.30 pm Monday-Thursday and 8.30 am to 4.00 pm Friday

Term time only 39 weeks per year (0.85903 FTE, paid over 12 months)

Grade 4, starting at Point 4 with progression up to point 6 over time, £18,933 - £19,698, pro-rata plus optional membership of the local government pension scheme. **Actual salary £16,264 - £16,921 pa**

Leadership Support Assistant Person Specification

Training and Qualifications	Essential/Desirable	How/When Measured
Educated to degree level	D	Application Form

Professional Knowledge and Understanding	Essential/Desirable	How/When Measured
Excellent communication skills and the ability to prepare written work to a high standard	E	Application form/ Interview task
Experience of presenting information in a variety of ways	E	Interview tasks
ICT literate, with excellent, up to date, working knowledge of MS Office suite.	E	Interview task
Advanced MS-Excel skills	D	Interview task
Experience and understanding using organisational software and databases.	D	Interview task
Strong understanding about data administration	E	Interview
Experience planning, coordinating, and executing events, meetings and functions for a brand/organisation.	E	Application Form
Experience completing regular analysis of data systems and maintenance of accurate records and establish protocol to share records with senior leadership, governors, or other key stakeholders	E	Interview
Market research practices and techniques	D	Application form
Ability to maintain strict confidentiality, working with sensitive information	E	Interview task
Ability to work effectively and supportively as a member of a team	E	Interview`
Experience in a similar role	D	Application form

Skills	Essential/Desirable	How/When Measured
Ability to work accurately and methodically with attention to detail.	E	Interview task
Ability to work with students	E	Interview
Ability to work with colleagues at all levels	E	Application Form
Ability to work under pressure and meet deadlines	E	Interview task
Good communication skills (listening, oral, written)	E	Interview task
First Aid Qualification	D	

Attributes	Essential/Desirable	How/When Measured
High level of inter-personal and communication skills	E	Interview
Planned and organised approach to tasks	E	Application form
Pro-active self-starter	E	Interview task
Commitment to further professional development	E	Interview
Sensitivity and patience	E	Interview