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*Our Vision:*

*To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.*

**SHIRLEY HIGH SCHOOL**

**PERFORMING ARTS COLLEGE**

***“Striving for Excellence”***

**Job Description:**

Post: Senior Admin and Whole School Support (Timetable and Cover) and Governance Professional

Line Manager: Principal

To provide an effective management of the Timetable, Cover, Census and Professional Governance.

**Areas of responsibility and guidance:**

**Timetable:**

* Working in partnership with SLT and staff across the school. The post-holder will have responsibility for the design and building of all school timetables and responding to and implementing in-year updates as required
* Lead SIMS officer for the school. Responsibility for maintenance, updates and overall administration of SIMS to ensure it is fit for purpose and a reliable system to support the school's statutory and non-statutory reporting requirements
* Work closely with staff across the school to ensure subject option processes run smoothly and feed into timetabling and scheduling
* Work closely with the Data Officer to support the school's operations i.e. new students, examinations / assessment reporting, Census reporting, MAT data and any other areas relating to SIMS, data, timetabling etc.
* Responsible for timetabling / scheduling options groupings to optimise student choice, effective learning, efficient staff deployment and cost-effectiveness
* Responsible for scheduling Y7-13 teaching groups to create an efficient and workable school timetable that meets the needs of staff, students and the school
* Responsible for in-year timetable amendments due to staffing changes, accommodation constraints and changes in student choice
* Management of the transfer of the timetable to SIMS, testing, dealing with any malfunctions / irregularities and resolving issues
* Analyse student option numbers with regards sets and sizes

**Administration of Staff Absence:**

* Responsible for the administration and coordination of the cover programme so as to ensure the smooth running of the school by organising staff to cover absentee teachers’ lessons
* Complete the cover sheet by 08.10 each morning
* Display and publish the cover arrangements by 8.15am
* Utilise the availability of staff in school primarily
* Maintain accurate records of staff absence and any staff cover
* Ensure all impending staff absences are recorded and planned for
* Maintain contact with supply agencies and employ supply teachers as necessary
* Induct supply teachers and ensure they have the necessary paperwork including DBS checks
* Maintain financial records of employed supply staff and check invoices prior to submitting for payment
* Plan for the cover implications of any forthcoming school events

**Absence Management:**

* Record all staff absences on SIMs (MIS)
* Communicate with absent staff as and when appropriate
* Check medical certificates and forms are received in relation to staff sickness absence
* Monitor patterns of absence for all staff to enable the automatic recognition of patterns of absence in accordance with the School’s Management of Sickness Absence Policy
* To adhere to the Sickness Management Policy and send appropriate letters to staff when trigger points are reached and refer to our Occupational Health provider as appropriate
* To advise Senior staff on employee absence and long term sickness management and to ensure sickness absence review meetings are arranged as appropriate
* Act as note taker at sickness review meetings
* Provide reports to the Principal and the Senior Leadership Team each term outlining any trends and patterns of absence
* Occasional class cover supervision for absent staff
* To liaise closely with all our personnel provider, the Local Authority and other agencies as necessary
* Any other duties required commensurate with this post

**Governance Professional**

* Provide high-quality comprehensive business support to the Board using appropriate technology as necessary
* Undertake other duties and responsibilities as is reasonably directed by the Principal
* Represent Shirley High School at relevant panels, working groups and meetings as required by the Principal
* To contribute to the effective operation of the Board
* Working effectively with the Chair and Principal to prepare a purposeful agenda
* Ensure the Principal and others produce agenda papers on time for distribution with the Board agenda.
* Producing, collating and distributing the agenda and papers so that governors receive them at least seven clear days before the meeting
* Ensuring the accurate recording of the attendance of Governors at meetings and taking appropriate action regarding absences
* Advising the Board on governance legislation and procedural matters as necessary
* Ensuring the Board agree, where relevant, all terms of references for committees and working parties on at least an annual basis, or more frequently when required
* Taking detailed and accurate notes of Board meetings to prepare minutes
* Recording all decisions and actions accurately and objectively with timescales.
* Writing accurate, appropriate and concise draft minutes that are presented in a professional manner using appropriate school improvement language, ensuring that any stakeholder upon reading them will understand the business discussed at the meeting and the impact on school improvement
* Demonstrating through high quality professional minutes any evidence of the Board holding the Principal and Senior Leadership Team to account
* Sending draft minutes to the Chair and Principal for amendment /approval by the chair within 7 days of the meeting
* Distributing approved draft minutes to all Governors within 14 days of the Board meeting
* Keeping a file of approved signed minutes, and ensuring that this file is kept up to date and open to inspection on the school premises
* Uploading approved minutes to agreed electronic systems e.g. managed learning environment, school website.
* A knowledgeable adviser to the Board on procedural matters, and ensures that the Board meets legal requirements
* Maintains and develops effective working relationships with key personnel including Chair of Governors, Governors and Principal
* Comply with data protection requirements in all working practices and maintain confidentiality as necessary
* Any other duties required commensurate with this post.

**Information manager to the board:**

* Maintaining a database of Board members, which include names, addresses, contact details, and governor category
* Producing a Board year planner which includes an annual calendar of Board and committee meetings together with a cycle of agenda items for meetings, and statutory items
* Informing relevant bodies of new governor appointments, reappointments, resignations with all relevant details, in a timely fashion
* Ensuring that new governors have access to any school induction pack and other relevant materials, including how to access the Governance Handbook
* Maintaining accurate records of Governor terms of office including start and end dates so elections or reappointments can be organised in a timely manner
* Developing and maintaining an accessible system for easy retrieval of accurate records of key Board roles and responsibilities, including pecuniary interest register, code of conduct, terms of references, committee memberships, standing orders
* Ensuring that the Board are aware when statutory policies and other documents are due for renewal
* Ensuring monitoring of school website to ensure relevant statutory documents are available to stakeholders
* Encouraging the Board to use mechanisms that will increase efficiency and effectiveness when agreeing appropriate monitoring systems for the school improvement plan
* Ensuring that a register of Board pecuniary interests is reviewed annually, maintained termly, and stored securely within the school
* Ensuring that an enhanced Disclosure and Barring Service check has been carried out on all new governors within the statutory timescale
* Ensuring all confidential items are disseminated to only those applicable and not made available as part of the public record
* Filing, storing, archiving and disposing of Board documents, in keeping with the Data Protection regulations, governance regulations and document management requirements
* Researching, collating and presenting information to Governors as requested
* Assisting in the preparation of reports and briefing papers on a wide range of issues for the Board as directed by the Chair of Governors
* Quality checking own work to produce a very high level of accuracy and quality
* Raising any concerns or queries with the Chair of Governors to clarify accuracy and requirements

**Key Areas for Decision Making:**

* Advises the Board of its statutory duties and responsibilities
* Advises the Board on governance procedure and good practice
* Advises the Board on ways of improving the efficiency of how the Governing Board works and its effectiveness
* Uses discretion in deciding on action when responding to requests based on experience
* Works within the Governance Professional Competency Framework without need of direct supervision
* Produces the evidence of Board impact on school improvement through high-quality, professional minutes.

**Census:**

* Produce the census
* Electronically producing, ratifying and sending the termly school census return to the DfE via COLLECT
* Liaising with the Admin Team to ensure all databases re students and classes are up to date
* Check student/classes section on the form
* Manually complete staffing sections
* Checking all details, prior to signing by the Principal

**Data:**

* Work alongside the Principal and other relevant members of staff to complete appropriate returns of information to the DfE and other statutory bodies, and assist with processing information returned from the DfE and other statutory bodies.
* Understand, and ensure that the school complies with, the requirements of the GDPR and Data Protection Act 2018, and carry out work in accordance with these requirements
* Remain up-to-date with best practice developments relating to data and information, including statutory procedures, to ensure the school’s internal processes are effective.
* Make appropriate preparations to ensure that the school’s MIS is ready for the beginning of each academic year, e.g. carrying out year-end procedures.

**Support for the School**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Participate in training and other learning activities and performance development as required
* Support educational software implementation and monitoring across the school
* Carry out basic first aid duties / fire warden responsibilities
* Contribute to the school’s administrative processes
* Comply with data protection requirements in all working practices and maintain confidentiality as necessary
* Liaise with the school’s IT Support Provider and share tasks to support the school’s ICT and MIS strategies.

**Personal Qualities:**

* Reliable and conscientious pastoral leader with high expectations in line with the school
* Demonstrate great communication skills with all within the school community
* Neat appearance in line with school policy
* Ability to work as part of a successful team and work effectively under pressure
* Have the determination and resilience to ensure that all students are challenged in all aspects of school life

**Think Green:**

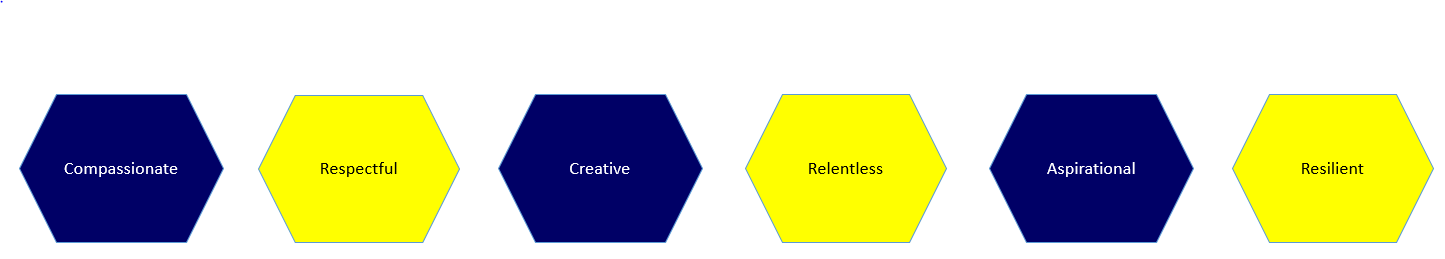
* Support the school in demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, recycling and waste reduction) wherever possible in day-to-day work.

**Safeguarding and Child Protection:**

* To reinforce and enforce the school commitment to safeguarding and promoting the welfare of children and young people.
* Uphold the duty of care to ensure that if there are any concerns relating to the welfare or safety of a child they are immediately relayed to the Designated Person(s) with responsibility for safeguarding children

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| Essential | Desirable |
| Effective use of ICT and other specialist equipment/resources | Working knowledge of relevant policies/codes of practice and awareness of relevant legislation |
| Experience of development, management and operation of administrative systems | Ability to relate well to children and adults |
| Substantial operational experience of managing SIMS operations and the design and implementation of timetabling within a school environment. | Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these |
| Knowledge and understanding of the data requirements of schools. | Ability to self-evaluate learning needs and actively seek learning opportunities |
| Experience of the development, management and operation of computerised administration systems. | Creative and innovative |
| Previous school timetabling experience | A relevant qualification relating to software systems. |
| Demonstrable attention to detail | Experience of the following:  Working in an educational environment  Maintaining accounts.  Using Google Analytics or similar |
| Experience of at least two schools and different reporting systems. | The ability to:  Demonstrate excellent staff management abilities, including in terms of providing staff training.  Analyse whole-school data and produce  professional reports. |
| Using SIMs, Progresso, SISRA, 4matrix and other educational planning and reporting software including Assessment Manager. | Experience of data collection and presentation |
| Experience of development, management and operation of administrative systems | Experience organising complex meetings |
| Excellent ICT, numeracy and literacy skills | Experience of supervision and administration |
| Excellent organisational skills | Experience of minuting meetings |
| Excellent interpersonal and communication skills |  |
| Accuracy and quality standards |  |
| Ability to work with a degree of autonomy and to keep to deadlines |  |
| Ability to work as part of a team understanding school roles and responsibilities |  |
| Ability to self-evaluate learning needs and seek learning opportunities |  |
| Ability to facilitate agreement in difficult situations or to calm situations down |  |

We want all at SHS to believe in and maintain the values of our school:



Signature: ……………………………………………………………………… Dated: …………………………………………………….