

JOB DESCRIPTION & PERSON SPECIFICATION

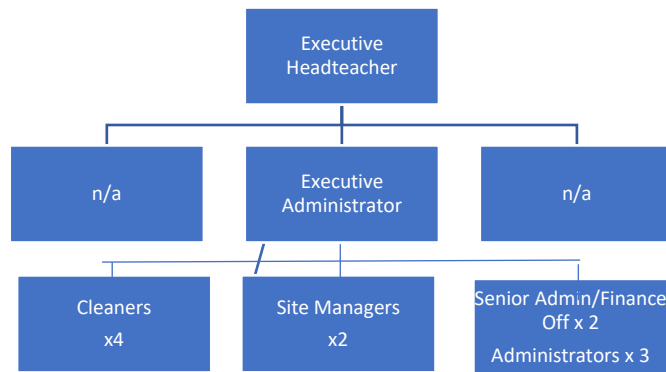
Director Area:	Job Ref Number: 03973
Service Area:	Grade: G8

Job Title: Executive Administrator

PURPOSE OF JOB:

To provide strategic support to the Executive Head, the Governing Body, the senior leadership team of the Federation schools on all aspects relating to Business, HR and Operational matters.

TEAM STRUCTURE:



MAIN DUTIES:

1	<ul style="list-style-type: none"> To have overall strategic responsibility for the operation and management of the facilities and properties, including health and safety, risk management, cleaning services and project management of site and capital related works. Ensuring that all policies, procedures and guidelines are adhered to, to ensure the very best learning and working environment for all staff.
2	<ul style="list-style-type: none"> To support the Executive Head and leadership team in HR matters (including but not limited to safer recruitment; resignations and managing absence) ensuring that all policies, procedures and guidelines are adhered to.
3	<ul style="list-style-type: none"> To lead the Federation wide operations teams consisting of (but not limited to), Estates (by working with the leadership team and Site Managers as appropriate) and Administration.
4	<ul style="list-style-type: none"> To contribute to strategy and policy development to support the Federation's aims and objectives.
5	<ul style="list-style-type: none"> Through the activity of the business operations teams to ensure the provision of management information for the Federation's planning and monitoring systems, and the completion of returns to external agencies.

6	<ul style="list-style-type: none"> To quality assure Federation wide strategic supplier relationships.
7	<ul style="list-style-type: none"> To take responsibility for the effective introduction or integration of new systems and processes and evaluate existing
8	<ul style="list-style-type: none"> To act as Personal Assistant to the EHT.
9	<ul style="list-style-type: none"> Oversee and approve where appropriate all written correspondence to parents/carers.
10	<ul style="list-style-type: none"> To oversee and be responsible for annual Census returns
11	<ul style="list-style-type: none"> To be responsible for the annual School Workforce Census for the Trust.
12	<ul style="list-style-type: none"> To act as the Federation's Complaints Coordinator.
13	<ul style="list-style-type: none"> To act as Line Manager to Site Managers and to liaise with him regarding his day-to-day duties.
14	<ul style="list-style-type: none"> Alongside leaders, to oversee effective attendance practices at the Federation
15	<ul style="list-style-type: none"> To be responsible for issues concerning Health & Safety within the Federation as Health and Safety Officer liaising with the Site Manager, Headteacher and governors.
	<ul style="list-style-type: none"> To be responsible for issues concerning Data Protection within the Federation as DPO

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Working in a strategic role in public or educational sector	A, T, I	X	
Leadership and management experience in a school, or relevant field outside education.	A, T, I	X	
Involvement in school self-evaluation and improvement planning.	A, T, I		X
Commitment to further their own professional development and that of others in the team	A	X	
Self-aware, perceptive and committed to maintaining confidentiality at all times	A, T, I	X	
Adaptable, flexible and well organised	A, T, I	X	
Commitment to acting with integrity, honesty, loyalty and fairness to	A, T, I	X	

safeguard the assets, financial probity and reputation of the school			
Demonstrate a commitment to the school vision, aims and ethos, its community and the school improvement agenda	A, T, I	X	
Effective interpersonal skills	A		X
Ability to deal with people in a professional, assertive and diplomatic manner.	A	X	
An awareness and understanding of safeguarding responsibilities and implications	A, T, I	X	
HR policies/codes of practice/legislation	A	X	
Personnel procedures and employment legislation	A	X	
Working effectively with internal and external partners.	A		X
Excellent understand of Data Protection and GDPR	A, T	X	
Excellent Understanding of Health and Safety	A, T	X	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.