

SLT ADMINISTRATOR - JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title:	SLT Administrator
Reports to:	SLT (Senior Leadership Team)
Department:	SLT (Senior Leadership Team)
Hours per week:	34.5 hours per week (Office based 08:30 - 16:00), (08:30 - 17:00 on Tuesday and Friday)
Contract Type:	34 weeks per year
Probationary Period:	6 months (but may be extended dependant on performance)

Key working relationships: SLT (Senior Leadership Team) All Staff
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Job Summary To support the Senior Leadership Team (SLT) by providing administrative and operational support. This includes managing the Emergency Duty Response (EDR) process, performing secretarial duties and handling various administrative tasks to ensure the smooth and efficient running of SLT operations.
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Key responsibilities: <ul style="list-style-type: none">● Emergency Duty Response (EDR) Support● Assist SLT members by managing EDR processes● Actively monitor and follow up on pupils to ensure they are where they are supposed to be during College hours.● Administrative Support● Perform general administrative tasks such as data entry, filing, and record-keeping.● Manage SLT calendars, schedule meetings, and coordinate appointments.● Prepare and distribute meeting agendas, minutes, and relevant documents.
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Secretarial Duties

- Serve as the first point of contact for SLT communications, screening calls, and responding to inquiries.
- Draft, proofread and format correspondence, reports and presentations.
- Handle confidential information with discretion and professionalism.
- Support for SLT Activities
- Assist in the organisation and coordination of school events and activities involving the SLT.
- Provide logistical support for SLT-led initiatives and programs.
- Liaise with other departments and external contacts as needed to support SLT projects.

Other Duties

- Provide administrative support during school inspections and reviews.
- Support the implementation of school policies and procedures as directed by the SLT.
- Undertake any other duties as required to ensure the smooth operation of the SLT.

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

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Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

It is the firm policy of the College to promote a happy, professional, yet "family" atmosphere and to develop the potential of all pupils and staff. If ever there is a need to talk over aspects of school, or indeed home-related issues, please speak to your head of department or a colleague.

June 2024

