

# Job Description

Job Description	
Position	<b>Leadership Support &amp; Marketing Manager</b>
Grade	Grade 7, SCP 15-22 (£27,803 to £31,364 FTE) Actual Salary from £25,252
Contract	Permanent, Full Time 37 hours, Term Time + 3 weeks
Responsible to	Principal

All staff have a pivotal role to play in every student's spiritual, moral, social and cultural development. Through our mission to ensure that every student experience's life in all its fullness, we ensure that we support each student through the promotion of our Christian values. This mission and our values underpin the work of every member of staff in all of our academies.

The duties outlined in this job description will be reviewed with the post holder on an annual basis in line with the academy's performance management procedures. It may be modified by the Principal with the agreement of the post holder, to reflect or anticipate changes in the job commensurate with the salary and job title.

## Statement of Purpose

- Provide confidential clerical and administrative support to the Principal and Senior Leadership Team.
- Co-ordinate the marketing of the academy.

## Support for the Principal

- Maintain a relevant filing system.
- Maintain a record of agendas and minutes for the weekly Leadership Team meetings.
- Maintain data protection records – including co-ordinating SAR and FOI responses.
- Attend staff briefing meetings and take notes.
- Attend any meeting the Principal holds as requested, to take notes.
- Make telephone calls for the Principal as requested, and take telephone messages in his/her absence.
- Sort and distribute mail for the Principal.
- Be responsible for receiving and filtering e-mails for the Principal.

## Support for Line Management

- Line manage Reception staff.
- Train/mentor other Support Staff.
- Coordinate Support staff deployment in instances of admin support staff absence/unavailability, in particular in reception.

## Organisational Support

- Undertake confidential administration, general typing and word-processing for the Principal and other members of the leadership team.
- Administrative and organisational support for Academy Committee Meetings, as required.
- Oversight of Reception operations.
- Be present at and take confidential minutes for sensitive meetings.
- Update the Academy Development Plan (ADP), SEF and Profile as required. Producing the information in the format agreed with the Principal.
- Maintain diaries including an electronic diary system.
- Organise and arranging meetings.
  - Co-ordinating with attendees.
  - Arranging for room/s.
  - Organising refreshments.
  - Co-ordinating arrivals.
  - Ensuring agenda, minutes and other appropriate documentation is available.
- Support in the organisation of significant academy events.
- Co-ordinate school policy reviews.
- Responsible for ensuring that the staff induction book/handbook is updated on a regular basis.
- Undertake any additional support as required for example, exam invigilation and duties.

## **Marketing**

- Market the academy through the appropriate social media channels, reporting on events, competitions and visits, as necessary.
- Co-ordinate external media (e.g. press releases, radio, etc).
- Develop relationships with local media, ensuring regular coverage for the academy.
- Use ICT equipment to produce high quality documentation for the school to include artwork, photographs and documents.
- Design and prepare the academy prospectus.
- Take responsibility for the quality and standard of all documentation sent out from the school through proof reading and editing.
- Maintain and update the school website ensuring contents remain compliant.
- Produce print-ready artwork appropriate for specific school documentation.
- Liaise with relevant stakeholders to ensure accurate and consistent data and imagery is utilised.
- Support Senior Leaders in producing and editing the school calendar.
- Provide support, where required, in relation to school activities or events.
- Ensure that the school complies with the following legislative requirements:
  - Data Protection;
  - Copyright;
  - Freedom of Information
- Prepare a weekly (or other frequency as required) academy newsletter.

## **Support to Human Resources**

- Support the maintenance of confidential staffing records.
- Provide support in the safer recruitment process:
  - Liaise with senior staff on the composition of vacancy adverts to be uploaded to MyNewTerm and any other appropriate publications and websites.
  - Liaise with senior staff on the relevant job description, person specification and other information to be sent to candidates.
  - Prepare and issue information to candidates.

- Print application forms for senior staff for short-listing.
- Liaise with senior staff to organise interviews and issue invitations to candidates.
- Request references for interview candidates on MyNewTerm.
- Supply interview panel with all required candidate information.
- Issue appointment letters to successful candidates.
- Process relevant checks of information provided by successful candidates eg DBS.
- Co-ordinate the induction programme.
- Collect and file all recruitment paperwork, including interview questions and notes.
- Ensure internal systems are updated to reflect all staffing changes (eg email lists, telephone lists, information on website etc).
- Maintain the Single Central Record in line with Ofsted Safeguarding requirements.
- Monitor staff absence and process records as required:
  - Ensure self certs and fit notes are completed/received.
  - Prepare Return to Work documentation for line managers to complete.
  - Enter absences on MyView and Arbor.

**Operational Responsibilities**

- To support and uphold academy policies and the distinctive Christian ethos.
- Promote and safeguard the welfare of children and young persons you come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the academy day.

Post holder signature	
Principal signature	
Date	

**Person Specification**  
**Leadership Support & Marketing Manager**

Minimum Criteria for Two Ticks *	Criteria	Measured by
	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of development, management and operation of administrative systems.</li> </ul>	A/I
	<p><b>Qualifications/Training</b></p> <ul style="list-style-type: none"> <li>• NVQ 3 or equivalent qualification or experience in relevant discipline.</li> <li>• RSA 2/3 or equivalent qualification or experience in typing/ word-processing.</li> </ul>	A/I
	<p><b>Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent numeracy/literacy skills.</li> <li>• Excellent ICT and document presentation skills.</li> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</li> <li>• Ability to plan and develop systems.</li> <li>• Ability to relate well to children and to adults.</li> <li>• Good organising, planning and prioritising skills.</li> <li>• Good interpersonal skills.</li> <li>• Methodical with a good attention to detail.</li> </ul>	A/I
	<p><b>Behavioural Attributes</b></p> <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Communicates effectively.</li> </ul>	T/A/I

	<ul style="list-style-type: none"> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	
--	---	--

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

**Note 1:**

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***