



Tunbridge Wells Girls' Grammar School

A Specialist School in Music with English
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ADMINISTRATIVE SUPPORT OFFICER

TWGGS is looking to appoint an efficient, committed Administrative Support Officer to carry out administrative duties. This position is preferably, 9 am to 2.30 pm (with 30 minutes unpaid lunch break) Monday to Friday (25 hours per week), term time plus INSET days and 2 weeks during the summer holidays (41 weeks), 0.5979 fte. Salary is Kent Range 4 (£17,189 - £18,058), pro-rata £10,277 - £10,797. The job description and application form are on school website www.twggs.kent.sch.uk and the deadline for applications is Wednesday 10th April. Previous applications for the similar role advertised in the autumn term may apply.

TWGGS is an equal opportunities employer and committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS).

Louise Stewart-Smith
Executive Assistant to the Headteacher
Head of Admissions & Personnel

JOB DESCRIPTION

Job Title: Administrative Support Officer
Responsible to: Executive Assistant to the Headteacher, Admissions and Personnel Manager
Responsible for: n/a
Grade: Kent Range 4

25 hours per week

Term-time, including INSET days plus 2 weeks summer holidays, including exam results days
Preferably 9am – 2.30pm, with 30 minutes (unpaid) lunch break

Job Purpose

To provide specific support to the Executive Assistant to the Headteacher, Admissions and Personnel Manager

To provide support to the Receptionist.

To provide specific support to the Examinations /Assessment Officer.

To provide support to the SLT, as required.

To carry out general administrative support where needed.

Key Responsibilities/Key Tasks

Administration:

1. Maintain pupil leavers filing systems and archive.
2. Ensure accurate Staff database by updating information: basic details, absences, training, etc.
3. Administration of DBS checks, authorised by Admissions and Personnel Manager.
4. Maintain and administer Parentmail system, liaising with parents, staff and Parentmail provider.
5. Production of SIP and Assembly schedules, approved by Headteacher.
6. Provide information as required for external agencies, such as Harrisons Catering, Squid, Old Girls Association, Connexions etc.
7. Deal with all administration relating to leavers i.e. typing references, off roll duties, forwarding pupils' information to new schools, including Common Transfer Files.
8. Update school roll information on lists, boards, registration groups lists, etc
9. Maintain the Old Girls' filing system and 'congratulations' letters re: graduation results, etc.
10. Produce standard letters/mail merge as required: confirmation of pupils on roll, reference requests, absence etc
11. Produce absence authorisation letters on behalf of the Headteacher and maintain Excel spreadsheet.
12. Administer and notify pupils and Counsellor of appointments; chase girls for missed appointments.
13. Organise visits and itinerary for biennial Indian exchange visit.
14. Support for End of Year/New Academic Year procedures, including production of all school information lists for the Academic Year, ensuring these are updated throughout the year, reissuing as required.
15. Provide administrative support, as required, to members of SLT.
16. Assist with phone calls to girls on work experience.

Support to Admissions Office:

1. Be back up contact for basic admissions queries, on behalf of Admissions Manager, ensuring more complex queries are handed to the Admissions Manager.
2. Arrange monthly tours of the school for prospective parents; publish dates on school website.
3. Assist with In-year testing of mid-school applicants
4. Assist with Pre-Admission events and administration, when required.

Support with Pupil Database/SIMs system:

1. Maintain the pupil database to ensure that it is kept up to date in order that accurate and timely reports can be produced.

2. Produce Data Collection Sheets and updating records accordingly.
3. Inputting all new pupil details, and updating accordingly.
4. Off-roll process for leavers, including updating of school lists, boards, registration groups lists etc.
5. Attend some Parents' Evenings in order to distribute and collect in Pupil Data Collection sheets/ Privacy Notices
6. Ensure all Pupil data is timely and accurate in preparation for all School Census returns.
7. Input data into/extracting lists, production of reports, lists and timetables from SIMS system

Support to Reception:

1. Sort and distribute post, payslips etc.
2. Cover Reception during Receptionist's breaks, or if the Receptionist is absent.
3. Act as a second telephone contact for Reception at exceptional times.
4. Deliver Reception messages to staff pigeon holes after each cover session.
5. Update the support staff telephone tree (at least annually) and ensure it is accurate.

Support to Exams:

1. Assisting at the start/end of exams (external and mocks) when needed (either with or without Exams Officer present). Occasionally giving out exam papers and material to invigilators at the start of small exams when EO is not present.
2. Work on results' days and the day prior to each results' day to assist with production and issuing of pupil results.
3. Provide ad hoc administrative support to the Exams Officer as required/agreed during busy periods.
4. Be second point of call for access to papers in the safe or exams office when pre arranged.
5. Occasionally hold walkie-talkie as the contact during exams.

Other Responsibilities

1. Undertake duties as specified in school policies and procedures.
2. Any other reasonable ad hoc duties (appropriate to role) requested by the Headteacher, Bursar, Exams Officer or Executive Assistant to the Headteacher, Admissions and Personnel Manager.
3. To ensure school equipment and records relating to this role are appropriately stored and secured.
4. Complete all work to a good standard, and ensuring the role is carried out in a professional manner appropriate to a school context.
5. Readiness to undertake appropriate training, including First Aid.

Experience/Skills Requirement

Flexibility.

Good verbal communication.

Able to communicate with, and gain the confidence of, young people.

Computer literate, particularly Word and Excel. Competence in SIMS.net (if not, capacity to undergo training), Assessment Manager database input.

Ability to prioritise and use initiative.

Able to work proactively and independently, multitasking.