The King's School
Job Description

Governance and Administrative Assistant	
Purpose:	• To provide high-quality administrative support to the Director of Finance and Operations (DFO) and wider Senior Leadership Team where required. • To support the effective operation of governance, ensuring Trustees are well supported and governance processes are administered efficiently. • To provide administrative support for compliance-related matters including Subject Access Requests (SARs), Freedom of Information (FOI) requests and complaints. • To support the Finance and HR functions through the completion of routine administrative tasks. • To contribute to the efficient operation of the Main School Office and provide reception cover when required.
Reporting to:	Director of Finance and Operations (DFO) (Governance Professional)
Liaising with:	Headteacher, Senior Leadership Team, Trustees, Finance Officer, Payroll, HR and Finance Administrator, teaching staff, support staff, external agencies, parents/carers and students.
Working time:	Up to 37 hours per week, 39 weeks per year, term time only (to include 5 INSET/training days)
Salary/grade:	Support Staff Grade C3-C6
Disclosure level:	Enhanced
Governance Support:	• Assist the Governance Professional with the administration of the Board of Trustees and its committees. • Prepare, collate and distribute meeting agendas, reports and supporting papers. • Support the production and circulation of meeting minutes and action logs. • Maintain Trustee records including attendance records, declarations of interest, training records and contact details. • Assist with the organisation of governance meetings, training events and governance reviews. • Support the administration of policy review schedules and policy publication requirements. • Maintain governance filing systems and records in accordance with data protection legislation and Trust procedures. • Support the preparation of documentation required for inspections, audits, compliance reviews, trustee committees and governance evaluations. • Assist with the administration of Governor and Trustee recruitment, induction and training.
Compliance and Information Management:	• Support the administration of Subject Access Requests (SARs), Freedom of Information (FOI) requests and complaints under the direction of the DFO. • Maintain accurate records of requests, deadlines, correspondence and outcomes. • Collate information and documentation in response to requests. • Assist with document redaction and the preparation of disclosure packs in accordance with data protection legislation. • Support the maintenance of compliance records and documentation. • Ensure confidential and sensitive information is handled securely and appropriately at all times. • Assist with the administration of records management and document retention processes.

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Finance and HR Administration Support:	• Provide administrative support to the Finance Officer and Payroll, HR and Finance Administrator. • Assist with filing, record keeping and document management. • Support the administration of purchase orders, supplier documentation and invoice processing. • Assist with training records and compliance documentation. • Produce routine reports and documentation as requested.
Departmental and Senior Leadership Support:	• Provide administrative support to allocated curriculum departments as required. • Assist with the preparation of correspondence, reports, presentations and meeting documentation. • Support with parental communications and general administration. • Assist with the administration of educational visits, events and activities where required. • Provide administrative support to members of the Senior Leadership Team during peak periods or specific projects. • Support whole-school initiatives and administrative projects as directed.
Main School Office Support	• Provide reception and front office cover during staff absence, peak periods or operational need. • Deal professionally and courteously with visitors, parents, students and staff. • Answer telephone enquiries and direct callers appropriately. • Support visitor management procedures, including safeguarding and signing-in requirements. • Monitor shared administrative email accounts as required. • Provide general administrative support to ensure the smooth operation of the school office.
General Responsibilities:	• Maintain confidentiality at all times and handle sensitive information with discretion. • Develop effective working relationships with staff, trustees, parents and external stakeholders. • Ensure compliance with relevant legislation, school policies and procedures. • Contribute to maintaining efficient administrative systems and processes. • Participate in relevant training and professional development. • Undertake any other duties commensurate with the grade and responsibilities of the post as reasonably requested by the DFO.
Other specific duties:	• Playing a full part in the life of the school community, to support its distinctive purpose, vision, and values and to encourage staff and students to follow this example. • Providing a level of sustained and substantial contribution to all aspects of the school commensurate with experience and pay grade. • Actively promoting the school's corporate policies. • Continuing personal development as agreed. • Complying with the school's Health and Safety policy. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job, which are commensurate with the salary and job title. When applying for the role, it is important that you refer to the school's **Safeguarding and Child Protection Policy** and the **DBS Disclosure Policy**, which can be found on our website (About Us – Policy Documents). **We are committed to safeguarding the welfare of students, so all staff are enhanced DBS checked.**