

Schools Learning Alliance Administrating Officer



25 hours per week Term Time Only

Grade 5 SCP 12–17 FTE £24,496- £26,844

Pro rata payable £13,731-£14,764

The Schools Learning Alliance (SLA) is a group of Wokingham and Reading Primary and Secondary schools who collaborate and facilitate a school led improvement system.

This alliance originally started with 3 schools and has grown to 35 schools. The work of the SLA includes:

- School Challenge
- Subject networks
- School improvement networks and action research
- Sharing practices and approaches to improve outcomes for children
- Headteacher mentorship programme
- School Business Managers network

The alliance of schools needs an **Administrating Officer** to co-ordinate the tasks and projects, including administration and reporting as appropriate. Other duties will include:

- Meet with leaders of the SLA to plan activities
- Preparing and circulating agendas, papers and minutes
- Monitoring attendance
- Accurate and efficient maintenance of records on TEAMS
- Provide induction for new members
- Liaise with stakeholders between meetings
- Update projects and schedules of work
- Carry out other reasonable duties to support the work of the alliance

We can offer a truly supportive team and a thorough induction into the role.

If you have any questions about the role, please do not hesitate to contact the Headteacher of Hillside Primary School, Mrs Nicola Morris 0118 975 5771

To apply for this position, please contact admin@hillside.wokingham.sch.uk

Closing date: Thursday 12 January 2023 at midday

Shortlisting: Thursday 12 January 2023

Interviews: Friday 20 January 2023 from 9:00am

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. Any offer of employment is subject to satisfactory references and enhanced DBS checks.

Job Description – SLA Administrating Officer

- Administrative and organisational support
- Guidance to ensure that the alliance works within the Memorandum of Understanding
- Adhering to confidentiality at all times

Main Tasks/Accountabilities	
Safeguarding	
To understand the term safeguarding and child protection, have read Keeping Children Safe in Education and have a Level 1 Safeguarding qualification or be prepared to do the qualification.	
Diary Management	
Update SLA diary on TEAMS	
Set out Hub meetings, full headteacher meetings and hub leads meetings	
Notifying headteachers of upcoming events for the following week	
Hub Meetings	
Sending out hub meeting agendas and any other supporting documents	
Attendance at Hub meetings	
Meeting minutes of Hub meetings	
Hub Leads meetings	
Attendance at Hub lead meetings and complete any actions from hub leads meeting	
Full Headteacher Meetings	
Arrange location for face to face meetings	
Send out meeting agenda and other supporting documents a week in advance	
Attendance to meetings and complete any actions from meeting	
Support to Hub/SLA Leads	
Provide administration support to leads of SLA and Hubs	
Presentations for meetings	
Meeting with SLA leads	
Contributing to the induction of new schools	
Complete any actions from SLA meetings	
Provide support in invoicing SLA schools and any other finances	
Maintenance of SLA Teams site	
Update of the SLA website	
SLA Project work	
Provide in the running of SPAs, Networks and Action research groups (may also include taking meeting minutes and sending out agendas)	
Maintain contact details of the alliance	
Maintenance of methodologies and guidelines	

Person Specification

Knowledge/Qualification Knowledge <ul style="list-style-type: none">• Of spreadsheets• Word processing packages• TEAMS• Outlook	Skills/Abilities <ul style="list-style-type: none">• Good communication verbal and written• Good organisations skills and can prioritise work load and work within different groups• Able to work independently and as part of a team
Experience <ul style="list-style-type: none">• Experience in an office-based environment or project management role	Personal Qualities <ul style="list-style-type: none">• A flexible approach to work• A sense of responsibility• Tact and diplomacy• Integrity• Flexibility• Able to travel to variety of schools