



# MID-SUSSEX FEDERATION OF SCHOOLS

## ADMINISTRATOR - ROLE SPECIFICATION

<b>Job Title:</b>	Administrator to the Federation
<b>Grade</b>	Grade 4 Point 5 - 6 (£24,790 - £25,183) [Actual Pro Rata salary Point 5 £4,514]
<b>Hours:</b>	8 Hours per week [Term Time Only]
<b>Reporting to:</b>	Headteacher
<b>Location:</b>	Federation Schools

### MAIN PURPOSE OF THE ROLE

- The administrator will work with and be accountable to Joint Committee of Chairs of Governors and Headteachers (henceforth known as 'the Committee').
- The administrator will provide administrative support for the work of the Federation.
- The administrator will assure the continuity of business and observe confidential requirements.

### TASKS

**Meetings** - All Committee meetings are held in one of our schools at 8am on Wednesdays. Our schools rotate the venue alphabetically and therefore the Chair of the meeting.

- Work effectively with the Chairs of Governors and Headteachers to prepare purposeful agendas for Federation Joint Committee meetings.
- Encourage committee members to produce agenda papers on time.
- Upload all agendas, minutes, policies for discussion and other relevant paperwork to a shared space.
- Produce, collate and distribute the agendas and papers so that recipients receive them in a timely manner before a meeting.
- Record the attendance of members of the committee at all meetings.
- Take notes of all committee meetings to prepare minutes, indicating who is responsible for any agreed action.
- Record all questions and decisions accurately and objectively with timescales for actions and follow up as necessary.
- Send drafts to the members for amendment/approval.

- Circulate the approved draft minutes to all Committee members within the agreed timescale.
- Collate action points and records from other Federation meetings and circulate amongst members?
- Liaise with other Federation staff

### **Membership**

- Maintain copies of Memorandum of Understanding, Federation Development Plan and other documentation.
- Ensure a register of governing board pecuniary interests is maintained, reviewed annually and lodged within the 'banker school'.
- Maintain a Governors Register for Federation schools to support the collaborative work of governors across schools.

### **Advice and Information**

- Advise the Committee on procedural issues.
- Have access to appropriate legal advice, support and guidance.
- Maintain records of committee correspondence.

### **Professional Development**

- Successfully complete the WSCC Training Programme for Clerks to Governing Bodies or its equivalent.
- Participate in professional development opportunities.
- Keep up-to-date with current educational developments and legislation affecting school governance.
- Meet regularly with a nominated Headteacher from one of the Federation schools for line management.

### **Federation Development Plan**

- Take a lead on any administrative responsibilities that are defined within the annual Federation Development Plan priorities.
- Report regularly to the Federation Joint Committees on progress against these priorities.

### **Additional Duties**

The administrator may be asked to perform as part of their duties any of the following:

- Maintain archive materials.
- Help produce a Year Planner, which includes an annual calendar of meetings and a cycle of agenda items for the meetings of the Committee and its activities.
- Facilitate training for members where and as appropriate and maintain training records.
- Provide administrative support for Federation activities for example joint INSET day.
- Any other reasonable requests from line manager.

***This role specification contains an outline of the jobholder's principal accountabilities and is not intended to be exhaustive. It will be subject to ongoing review with the Committee.***

## Administrator to the Federation - Person Specification

This person specification lists the competencies expected of an experienced/fully trained clerk. The letters in brackets provide guidance for the appointment of new clerks. E = Essential D = Desirable

<b>Skills, knowledge and aptitudes:</b> The applicant should be able to provide evidence of the following:	<b>Qualifications and training:</b> The clerk should:	<b>Personal attributes:</b> The clerk should:
<ul style="list-style-type: none"> <li>• Good listening, oral and literacy skills. (E)</li> <li>• Writing agendas and accurate concise minutes. (D)</li> <li>• ICT including keyboarding skills. (E)</li> <li>• Organizing their time and working to deadlines. (E)</li> <li>• Organising meetings. (E)</li> <li>• Record keeping, information retrieval and dissemination of data/documentation to Committee and relevant partners. (E)</li> <li>• Using the Internet to access relevant information. (E)</li> <li>• Developing and maintaining contacts with outside agencies e.g. departments of the LA and the DFE. (D)</li> <li>• Knowledge of procedural aspects of administering meetings. (D)</li> <li>• Knowledge of educational legislation, guidance and legal requirements. (D)</li> <li>• Knowledge of the respective roles and responsibilities of Governing Boards, Headteachers, Federation, LA and DFE. (D)</li> <li>• Knowledge of Data protection legislation. (D)</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake appropriate training and development. (E)</li> <li>• Undertake a training programme for Administrators or its equivalent. (D)</li> <li>• Full driving licence (D)</li> </ul>	<ul style="list-style-type: none"> <li>• Be a person of integrity. (E)</li> <li>• Be able to maintain confidentiality. (E)</li> <li>• Be able to remain impartial. (E)</li> <li>• Have a flexible approach to working hours within their contract. (E)</li> <li>• Be sympathetic to the needs of others. (E)</li> <li>• Have openness to learning and change. (E)</li> <li>• Have a positive attitude to personal development and training. (E)</li> <li>• Have good interpersonal skills. (E)</li> </ul>

## **Additional information**

The Headteachers and Governing bodies of our four schools (Imberhorne, Downlands, Oathall and Sackville) are committed to forging a supportive relationship that focuses on improving outcomes as well as securing the very best pastoral care and opportunities for outstanding personal development for all our students. Teachers and support staff working together in order to learn from each other and improve our practice is the model that we believe secures meaningful and lasting change.

Collaboration through a Federation enables each school to retain its autonomy and distinctive ethos whilst benefitting from sharing ideas and practice. We believe, as a group, we are getting the very best from partnership work without sacrificing the local accountability that is so important in community schools.

A Joint Committee of Headteachers and Chairs of Governors meet half termly to provide oversight of the work of the Federation including:

- Setting the Federations vision, ethos and strategic direction
- Reviewing the Federation Memorandum of Understanding
- Monitoring the Federation Development Plan
- Overseeing the financial aspects of the Federation and making sure money is well spent.

In practice, the Headteachers of the four schools meet, at regular intervals, to oversee Federation strategy, improvement and development; our CPD group look for opportunities to support professional development for teaching and support staff, our curriculum group work on identifying and sharing areas of strength and discussing areas for development whilst our governors meet to discuss common themes of strategic development.

This has resulted in:

- Shared participation in inset day/training activities at the different schools
- Subject conferences that bring together specialists to compare and share ideas
- Identifying areas of outstanding practice as well as areas for improvement across the schools that enable teams to share and learn from each other
- Partnership work between the governing bodies, with the possibility of exploring common themes across the schools
- Shared leadership development
- Opportunities for coaching
- Opportunities for students to work together
- Sharing ideas about enrichment/extra-curricular provision to support students' personal development

Meetings take place in all four schools on a rotating basis and some working from home will be necessary for administration of documentation. Travel expenses will be paid where applicable.

Applications should be made on a West Sussex Application form for support staff which can be downloaded from the school website.

Applications should be addressed to Mr M Whatford – Headteacher at Imberhorne School and emailed to [Anicholls@imberhorne.co.uk](mailto:Anicholls@imberhorne.co.uk).

Applicants who are short listed for interview should be aware that references will be taken up before the interview.

Please note that, because of the nature of this job, if you are successful in your application, you will be subject to a criminal record check from the Disclosure and Barring Service. This will be done by means of applying for an “Enhanced Disclosure”. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

The job will be offered subject to satisfactory references, criminal record and health checks.

The **closing date** for applications is **9am on Friday 11<sup>th</sup> July 2025** though we reserve the right to bring this date forward if there are sufficient applications

All communication will be by email or telephone.

All questions about the post and the application, selection and appointment process should be directed via email [Anicholls@imberhorne.co.uk](mailto:Anicholls@imberhorne.co.uk).

Thank you for your interest in the post.