

**Job Description**

**Job Title: Academic Assistant**

**Department: Academic Administration**

**Accountable to: Deputy Head (Academic)**

**Responsible for: No direct reports**

**Purpose of the job:**

To provide the Deputy Head (Academic) and the Exams and Academic Departments with administrative support. This will involve acting as a Personal Assistant to the Deputy Head (Academic) and will include the organisation of academic meetings, the organisation of Parent Teacher Meetings, the organisation and monitoring of CSW (Compulsory Supervised Work), and supporting Heads of Department with the preparation and processing of lesson resources and internal exams. The Academic Assistant will also assist in the day-to-day administration of the relevant School databases, the baseline testing of pupils at the beginning of the academic year and the administration of internal and external exams as needed.

**Context:**

Stowe School occupies Stowe House and about 200 acres of the Stowe estate, and is located in Stowe’s world famous landscape gardens set in 880 acres. Stowe School is an independent co-educational boarding School with approximately 850 pupils. There are around 500 full and part-time staff with 80 staff and their families living on site. The National Trust manages the landscape gardens and opens the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and, for guided tours, during term time.

Stowe School is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment.

**Values and Behaviours:**

The post-holder is expected to act professionally at all times and in accordance with the standards of behaviour and code of conduct outlined in the staff handbook and below. In particular we aspire to the following standards for the Stowe community.

The Stowe Community is committed to working together to achieve Stowe’s aims and objectives. It is a Christian community that aspires to excellence through working efficiently whilst being responsive to change, adding value where possible and using resources wisely. We collaborate to work both as individuals and as members of a team, communicating and consulting often and openly to the highest standards. We act with integrity and treat each other considerately, valuing diversity and rejecting discrimination. We operate within the appropriate laws and regulations. We are accountable to each other and to our pupils, parents, governors, trustees and visitors. The Stowe Community is both environmentally and socially responsible, recognising the importance of an appropriate work/life balance.

**Key Responsibilities and Accountabilities:**

* To act as the Personal Assistant to the Deputy Head (Academic).
* To assist the DHA and HODS in all aspects of academic administration as required.
* To manage the bookings on the Parent Teacher Meetings system.
* To manage the day to day administration of Compulsory Supervised Work sessions.
* To assist in maintaining relevant elements of the VLE (intranet).
* To assist in the updating and monitoring of the school’s exam databases.
* To assist in the administration of internal and external examinations.

**Key Tasks:**

1. **Support to the Deputy Head (Academic) and the Academic Subject Departments**
   1. To act as a PA in providing administrative and secretarial support to the Deputy Head (Academic).
   2. To assist in maintaining the Academic elements of the Virtual Learning Environment.
   3. To organise and monitor attendance at CSW (Compulsory Supervised Work) sessions.
   4. To organise the compilation and publication of the Clinic Schedule.
   5. To assist in the provision of data, forms etc. from the school database for staff, as required.
   6. To assist the DHA and HODs in any aspect of academic administration deemed necessary to the smoother running of the Academic element of the School.
2. **Parent Teacher On Line**
   1. To manage the administration of the booking system.
   2. To assist parents in using the system.
3. **Exams – Public and Internal**
   1. To assist as needed in the administration of the external examination arrangements within the school, ensuring that all the correct security arrangements are undertaken and examining body regulations are complied with at all times.
   2. To assist in the provision of support, where appropriate, for the academic staff, exam boards, parents and pupils.
   3. To assist with the administration and running of Internal Exams as needed.
4. **To ensure adherence to statutory Health and Safety and Data Protection Legislation at all times.**

Working Weeks: Term Time + 3 weeks

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

Date agreed: October 2021

**Person Specification**

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form:

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| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** |  | * Formal IT qualification |
| **Specialist Skills & Experience** | * Proficiency with Excel and Word * Experience of managing database systems * Strong secretarial and communication skills | * Experience of supervising large groups of school children |
| **Personal Qualities** | * Ability to work to strict deadlines * Ability to prioritise workload * Ability to pay close attention to detail and work accurately * Ability to be flexible with time-keeping because of the peaks and troughs of the position * Discretion * A willingness to take on responsibility | * Calm, well organised and patient demeanour |