



Job Title: LEX Administrator

Responsible to: Assistant Head (Co-curricular)

Role Overview

The LEX Administrator will provide administrative assistance to the Assistant Head (Co-curricular).

General Responsibilities

Work with the Assistant Head (Co-curricular) and members of the LEX Leadership Team (LLT) to provide administrative support to the programme. This will include but not be limited to:

- Attending weekly meetings of the LLT as directed; prepare and circulate agendas and minutes
- Liaising with staff leading and involved in LEX activities and being proactive to ensure that the following are completed where they are required:
 - Venues - booked on system and recorded on LEX Plan
 - Risk Assessment - completed and sent to Risk Assessment Co-ordinator; secure risk assessments from external providers as required
 - Parental consent - letters sent to parents and replies received and recorded, including updates to medical records; to support staff in collecting all consents
 - Communication and liaison with external providers used as part of LEX to secure booking, obtain quotes, obtain risk assessments, arrange logistics, etc
 - Visitors to the school - ensure they are booked into the school system; ensure arrangements for meeting are in place; DBS obtained if necessary / available;
 - Communication with pupils - ensure that pupils have been notified of the details and requirements of their session (for example, where to meet, what to wear, equipment to bring)
 - Transport and drivers are booked
 - The Catering Department are notified of any requests for LEX activities in good time
- Provide support as directed by the Assistant Head (Co-curricular) and members of the LLT, including:
 - the collection and compilation of information regarding LEX modules
 - The entry of information about LEX modules
 - Requesting information about LEX modules as directed by the Assistant Head (Co-curricular) and members of the LLT
- Help to prepare and compile communications, publicity and promotional materials for LEX activities
- Collect and collate LEX session briefs from LLT. These are to support the staff teams in planning their session/series of sessions and may be used for publicity and communications
- Work with the Assistant Head (Co-curricular) in the planning of the LEX programme
- Lead in matters relating to registration of pupils in LEX activities and maintain activity registers
- Report on attendance in LEX activities

- At all times be a persuasive champion internally and externally for the school's work in the area of personal development through service, the outdoors, spirituality and community
- Support the Assistant Head (Co-curricular) in the preparation, circulation and analysis of LEX evaluation
- Support the Assistant Head (Co-curricular) to ensure inspection readiness for the LEX programme

Person Specification

Essential

- Embody the values of Clayesmore, demonstrating loyalty to the school and its ethos
- Experience of coordinating teams and complex administration
- Be a skilled user of IT and have the ability to become an expert user of Excel/Google Sheets
- Possess a high level of organisational and administrative skills
- Experience to foresee, avoid and when necessary, resolve possible clashes
- Be proactive with the people skills to get things done
- Be optimistic, energetic and enthusiastic with a 'can do' approach
- Have an awareness of health and safety
- Be competent and confident in written communication
- Be a team player, with the ability to make a positive contribution to the LEX Leadership Team

Additional Information

- This is a term time only role, working the equivalent of 2.5 days per week, 0.5 days of which must be worked on Saturday mornings.
- When days of more than 6 hours are worked, the post holder will be entitled to a 30 minutes unpaid break.
- Benefits include a free lunchtime meal (when applicable), free membership of the Clayesmore Sports Centre, Death in Service benefits and a non-contributory pension scheme with a current contribution from the school of 8% of your salary.
- Membership of the Clayesmore Society and associated member benefits

Date prepared: November 2023
Prepared by: Assistant Head (Co-curricular)

Clayesmore School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo safeguarding screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.