

## **ADMINISTRATION TRAINING AND SUPPORT**

Cost: from £500

---

We can tailor packages according to your needs and your budget, always ensuring great value for money provided by a high quality and experienced consultant. Starting at just £500 for a visit and follow-up virtual meeting, we can develop bespoke training according to your team's knowledge and experience, adding extra days as required.

No two offices are the same and roles vary enormously between schools but you can choose from a range of options according to your needs.

### **SAMPLE PACKAGES**

#### **New PA Training and Support**

£1000-1500

Up to two days working alongside a new PA to establish routines and admin processes with a follow up virtual meeting and an 'on call' arrangement for a set number of hours.

Specific topics by agreement (see below\*), based on an assessment of need.

#### **Office Management**

From £500

One day working with your office team to provide training and support with a follow up virtual meeting

Specific topics by agreement (see below\*), based on an assessment of need or simply a day to explore and work with your office team.

#### **Compliance/ Inspection readiness**

£500-1000

Many schools will arrange pre-inspection training for teaching staff but some will overlook the importance for compliance of all the work which goes on in the office. The initial visit to work with the team is followed up with a virtual meeting. Areas for training could include:

- Management of Single Central Record (including routine checks by Head, DSL and Safeguarding Governor/Trustee); Spot checks
- Inspection Preparation to ensure paperwork and stats available whilst within the inspection window
- First Aid records
- Attendance records
- HR processes and record keeping

## \*Possible areas of training/development

### **Executive Support**

- Acting as an efficient yet friendly gatekeeper. Confidentiality; providing a conduit between the Head and staff and the Head and parents; how much does a Head need to know?
- Provision of Personal and Executive Assistant support up to Board level
- Meetings: preparation and circulation of agenda and accompanying paperwork; catering, in-meeting support, minuting and ensuring actions are subsequently met
- How to minute meetings informal and formal, working from templates
- How to support with follow-up actions, including acting as an intermediary between high level strategy and operational delivery
- Complex diary management

### **Office Management**

- Processes and procedures
- Communications: internal (liaison with colleagues at every level) and external (current and prospective parents, visitors, inspectors etc.)
- Event management: e.g. open events, school events, Prize Giving
- School calendar management incorporating assessment periods, school events, sports fixtures, trips
- Provision of professional, friendly reception services
- Systems: iSAMS, Every HR, Microsoft Word and Excel, Powerpoint, full suite of Google systems (calendars, Google docs, Google forms, Google Meet), Zoom, Teams

### **Admissions**

- Overseeing of every stage of the admissions process from initial contact to enrolment (Open Events, school visits, Taster Days, references, induction days)

### **Human Resources**

- The recruitment process: Job Description, advertising, arrangement of interviews, obtaining and verifying references
- Appointment process: DBS checks, appointment paperwork, self-declaration form and all other checks as required for full compliance with DfE requirements
- Management of staff records to meet GDPR regulations