



## Job Description

### Senior Administrative Assistant / PA to the Headteacher

Arrangement:	Full Time: 37 hours per week Term time only 8am to 4pm, Monday to Thursday; 8am to 3.45 pm Friday (including a 30 minute lunch break)
Salary:	Grade 5 : Points 9 - 17
Main Purpose:	To provide an efficient and professional PA Service to the Headteacher and the school
Main Activities:	<ul style="list-style-type: none"><li>• To undertake full administration duties to the highest level of accuracy, speed and confidentiality.</li><li>• The preparation of meetings, events, conferences and all relevant paperwork.</li><li>• Responsibility for keeping information up to date on SIMS.</li><li>• Liaising with Senior Leaders and other staff, as required,</li><li>• Maintenance of the Headteachers filing systems in both electronic and hard copy and the provision of confidential documents and files as required.</li><li>• To compile and co-ordinate appointments and meetings for the SIMS diary.</li><li>• Deal with complex reception / visitor matters and prioritise /screen direct phone calls on behalf of the school.</li><li>• Assisting the Headteacher to prepare written responses to queries.</li><li>• Oversee Admissions and Leavers' procedures, including:<ul style="list-style-type: none"><li>– Completing all necessary paperwork.</li><li>– CTF Transfers</li><li>– Movement of files between education establishments</li></ul></li><li>• Provide personal, administrative and organisational support to SLT/Teachers</li><li>• Complete and submit complex forms, returns etc., including those to outside agencies (such as DfE)</li><li>• Administration of software accounts (eg MarvellousMe and Clickview)</li><li>• Attendance at appropriate staff meetings.</li><li>• Assist with the maintenance of employee filing systems and the provision of confidential documents and files as required.</li><li>• Minute taking as needed.</li><li>• Some financial responsibility.</li><li>• Creation of monthly newsletters (including liaising with staff re: content).</li><li>• Responsibility for distributing pupil registers to staff, during fire drills / alarms.</li><li>• Involvement in induction of new staff.</li><li>• Supervision/support for Admin Assistant.</li></ul>
Additional duties:	<ul style="list-style-type: none"><li>• To play a full part in the life of the school community and to support its distinctive mission and ethos.</li><li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li><li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li><li>• Be aware of, support and ensure equal opportunities for all.</li><li>• Contribute to the overall ethos/work/aims of the school and supports its distinction mission</li><li>• Appreciate and support the role of other professionals.</li><li>• Participate in training and performance development as required.</li><li>• Any other duty as deemed appropriate to the post by the Headteacher.</li></ul>



Factors	Essential or desirable	Measured by A - application S - selection method I - interview
<b>Qualifications</b>		
High level of literacy and numeracy (GCSE grade C or equivalent in English & Maths).	E	A/I/S
NVQ3 in Business Administration or equivalent (2 A Levels or BTEC National Diploma)	D	A
<b>Experience and Knowledge</b>		
Experience of working within a similar personal assistant role	E	A
Computer and keyboard skills and to be able to operate relevant office equipment and IT packages (Microsoft Office)	E	I
Knowledge of Management Information Systems	E	A/I
Familiar with office equipment e.g. phone systems, copiers	E	A/I
Working within a school or fast paced environment	E	A/I
Knowledge of safeguarding processes and procedures within a school or similar environment	E	A/I
Knowledge of the Data Protection Act for the appropriate handling, management, storage and disposable of information	E	A/I/S
Ability to take accurate meeting minutes	D	A/I/S
<b>Practical Skills, Personal Qualities and Behavioural Attributes</b>		
Excellent verbal and written communication skills	E	A/I/S
Good time-management and organisational skills	E	I
Able to prioritise own workload and multi-task	E	I/S
Ability to be a flexible worker due to the different demands of the role	E	I
Able to work alone or collaboratively as part of a team	E	I
An ability to provide high levels of customer care at all times	E	I
Excellent inter-personal skills, with both children and adults	E	I
Self-motivated and enthusiastic	E	A/I
An open, honest and active listener	E	I
An ability to remain calm when under pressure	E	I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	I
Ability to handle highly confidential information	E	I