



PA to the Headship Team JD

The purpose of the job includes:

- Providing a confidential and personal service to the Executive Headteacher, Headteacher and Headship team
- Leading the admissions process - Nursery and Reception
- Liaising with third parties, including other staff, parents, professional associations and members of the local community
- Monitoring and taking steps to ensure external and internal spaces at both sites are well presented, welcoming and fit for purpose
- Ensuring the Academy website is Ofsted compliant
- Ensuring policies and procedures are kept up to date and meet statutory requirements
- Undertaking such other duties that are required commensurate with the role

The list of principal accountabilities provides more detailed information on the tasks the postholder will be expected to do – for example, managing the Headteacher's diary, inputting assessment results and creating management information returns, and collating and monitoring applications for admissions.

General PA and Administration

- To provide a confidential and personal service to the Headship team.
- To support the efficient running of the school office, acting as a personal assistant to the Head Teacher and administrative service to other staff.
- To be a prime point of reference for pupils and parents if they require information or have a concern, in the absence of headship.
- Undertake a diverse range of secretarial and administrative duties for the Headship team and other staff, making arrangements and carrying out general office duties in order to free the Headship team and other staff to concentrate on curricular issues and to ensure well-presented and accurate correspondence, reports and other documentation
- Provide a first point of contact for pupils and parents at reception to deal with any problems that arise in the first instance or refer them on to ensure that problems are dealt with effectively.
- To regularly check emails, correspondence and appointments to ensure the Headteacher is kept informed at all times.
- To perform an office manager role in the absence of the Office Manager.
- To oversee staff absence patterns and provide shared information for Headship and Officer Managers when intervention is triggered

Admissions

- To Lead in the admissions process through to enrolment, liaising effectively with all parties involved in admissions, and addressing enquiries.

- To lead in the process of secondary transition.
- To liaise with other school staff and others outside the school, particularly parents, professional associations and the local community, in a highly professional manner and representing the high standards of the organisation.
- To send pupil's files and records to the relevant secondary schools to ensure that procedures are complied with.
- To make sure all the required documentation is sent and received to all nursery and reception new pupils including issuing of contracts where applicable.

Finance

- To manage the entire ordering process - from preparation of orders, communication with staff, checking full receipt of goods, ensure all paperwork is completed ready for payment of goods and services - in line with audit requirements.
- To manage the electronic records of finance documents and ensure all orders are committed to the school financial system.
- To ensure all nursery payments are issued and received in advance and no accounts are in debt.
- To ensure funding applications for nursery are submitted meeting required deadlines and ensure this is received by the school.

Site Presentation

- To ensure the good upkeep and presentation of the internal and external communal space
- To ensure notice boards and signage are well maintained, up to date, useful, accessible and reflective of our busy, vibrant school

External Space - including main entrance/front of school and playground space (inc. Early Years)

- Monitor and take steps to ensure external spaces are litter free, clutter free (discarded items), well maintained (beds, borders, pots), weed free, swept, clean and fit for purpose
- Ensure discarded items (uniform, coats, water bottles) are collected from playground
- Monitor lost property (playground and front of buildings), regularly providing opportunities for parents/ adults to sort through and disposal at the end of each term

Internal Space - including front entrance areas, corridors, libraries and hall space

- Monitor and take steps to ensure internal spaces are well presented, clutter free, organised and fit for purpose
- Maintain second hand book lending trolley.

Person Specification

Personal Qualities

- Always maintain confidentiality. Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations, as well as make people feel positive and included.
- The capacity to remain calm and to cope with the unexpected. Excellent health and time keeping record.
- Committed and enthusiastic.
- Confident, positive and flexible attitude.
- Positive mind-set.
- Willingness to learn and to deliver excellent service.
- Love of working in an environment that is centred on children.

Essential skills and Knowledge

- Highly effective written and verbal communication skills – ability to compose letters accurately.
- Ability to work on own initiative and make decisions.
- Ability to work as a member of a collaborative team.
- Excellent organisational and planning skills.
- Ability to relate to all personnel and children within the school environment.
- Ability to approach all confidential matters with discretion, sensitivity and diplomacy, preserving the integrity of school information and complying with the requirements of the Data Protection Act.
- Knowledge and experience of whole school procedures, organisation and structure.

Desirable Experience

- Previous experience working in a school environment within administration, or in a working environment as a Personal Assistant.

Qualifications

The successful candidate is likely to be educated to at least GCSE level, or equivalent, particularly in English and Mathematics.

Full computer literacy – Microsoft Office: Word, Excel, Publisher, PowerPoint, Outlook, SIMS MIS