

## Job Description

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| <b>Job Title:</b>       | PA to the Headteacher & HR Admin       | <b>School Name:</b>     | SILS                      |
| <b>Grade and Range:</b> | Grade 6 (0.6) & Grade 5 (0.4) pro rata | <b>Hours:</b>           | Full Time 36 hours/weekly |
| <b>Reports to:</b>      | Headteacher/School Business Manager    | <b>Working Pattern:</b> | Term time only            |
|                         |                                        | <b>Supervises:</b>      | N/A                       |

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| <b>Purpose and context:</b> | <ul style="list-style-type: none"> <li>Responsible for ensuring that a confidential and professional PA service is provided to the Headteacher, and the Senior Leadership Team to include diary management, preparation for meetings, straightforward correspondence and reports, note taking, administration, confidential filing systems and provision of hospitality as required</li> <li>To be responsible for the effective management and running of the Headteacher's and SLT's administration systems and all that this implies, devising new systems or revising systems as required</li> <li>To provide an efficient and confidential secretarial/administrative service to the Headteacher, managing all business and events as they happen on a daily basis</li> <li>To participate as a responsible and effective senior member of support staff</li> <li>Contribute to the overall ethos/work/aims of the school and meeting the needs of the students</li> <li>Be aware of and support difference and ensure equal opportunities for all</li> </ul> |
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### Principle Accountabilities:

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

### Main Responsibilities

#### Secretarial

- To provide confidential secretarial administrative and clerical support relating to all aspects of the Headteacher's role
- To organise and maintain the Headteacher's diary and to schedule meetings arranging transport where necessary.
- To deal with correspondence to the Headteacher, sort and distribute to other staff where appropriate and draft responses where possible

- To welcome and look after external visitors on behalf of the Headteacher and ensure refreshments are available and provided
- To screen telephone calls and queries to the Headteacher and direct these to the appropriate person, logging the information as necessary.
- To attend meetings and take accurate minutes as required by the Headteacher
- To carry out any photocopying, word processing, completion of forms and documentation as required by the Headteacher
- To produce the agenda and minutes for Senior Leadership Team meetings

#### Business and administration

- Ensure statutory returns such as termly School Census, or other DFE or LA returns are completed accurately and within the deadlines given.
- Work with School Business Manager to provide recruitment administration support to all vacancies, including the placement of advertisements, the production of recruitment documentation, ensuring recruitment packs are prepared and interviews/assessments are properly scheduled.
- Assist the School Business Manager in preparation of HR files, meeting and preparation for governors' meetings
- Monitoring of the school's health & safety register to identify when actions are to be taken and training to be delivered

#### Information Communication Technology

- Create, maintain, interrogate databases, spreadsheets to support the school's information requirements using relevant software
- Advise and support training of staff on database and reporting facilities

#### Performance and Line Management

- Maintain the performance management and teacher appraisal database and documentation as required by the Headteacher
- Regularly reflect upon your own performance and keep an up to date CPD portfolio
- Continue to learn and develop as a professional, completing induction, attending relevant training to update knowledge and skills, enhancing qualifications and engaging in annual performance review

#### Other

- Undertake such other duties as the Headteacher from time to time may direct

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| <b>General Statements</b>                                                        | <ul style="list-style-type: none"> <li>▪ Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.</li> <li>▪ Enactment of Health and Safety requirements and initiatives as appropriate</li> <li>▪ All employees are required to declare any conflict of interest that may arise before or during their employment.</li> <li>▪ Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.</li> <li>▪ Undergo and meet school conditions for a satisfactory enhanced DBS check.</li> <li>▪ Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.</li> <li>▪ To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.</li> <li>▪ Ensuring work is line with the School's Green Commitment Policy goals.</li> <li>▪ Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.</li> <li>▪ Treating all information acquired through your employment, both formally and informally, in strict confidence</li> <li>▪ To demonstrate a commitment to good customer care.</li> <li>▪ Any other duties of an appropriate level and nature will also be required.</li> </ul> |
| <b>To contribute as an effective and collaborative member of the School Team</b> | <ul style="list-style-type: none"> <li>▪ Participating in training to be able to demonstrate competence.</li> <li>▪ Participating in first aid training as required.</li> <li>▪ Participating in the ongoing development, implementation and monitoring of the service plans.</li> <li>▪ Contributing in meetings and being a supportive member of the school team.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

## Person Specification

| Job Title:                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | School Name: | SILS                                                     |                                                                                      |
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| PA to the Headteacher                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              |                                                          |                                                                                      |
|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              | Essential (E) or Desirable (D)                           | How assessed (A / I / T)                                                             |
| <b>Knowledge / qualifications:</b>         | <ul style="list-style-type: none"> <li>Good standard of literacy and numeracy - GCSE grade C (or equivalent) in English and Maths</li> <li>A sound knowledge of MS and SIMS packages</li> <li>A sound knowledge of using Google Office software, at a basic to intermediate level.</li> <li>Excellent written and oral skills.</li> <li>Knowledge of administrative systems</li> <li>Knowledge of school administrative systems</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              | E<br>E<br>D<br>E<br>E<br>E                               | Indicate how skill will be assessed either application form, at interview or tested. |
| <b>Experience:</b>                         | <ul style="list-style-type: none"> <li>Previous secretarial experience</li> <li>Experience of using Google office software at an intermediate level.</li> <li>Experience of local authority recruitment and selection procedures</li> <li>Experience of working an environment with young people with social, emotional and behavioural difficulties.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              | E<br><br>D<br><br>D<br><br>D                             |                                                                                      |
| <b>Aptitudes, skills and competencies:</b> | <ul style="list-style-type: none"> <li>Ability to set and work to agreed targets and work schedules.</li> <li>Ability to work pro-actively to achieve efficiency and effectiveness as part of a team.</li> <li>Ability to organise one's own tasks with minimum supervision.</li> <li>Ability to communicate effectively and, when required, confidentially with persons at all levels.</li> <li>Ability to work pro-actively to achieve efficiency and effectiveness of a team of staff.</li> <li>Ability to organise one's own tasks with minimum supervision.</li> <li>Ability to minute meetings</li> </ul>                                                                                                                                                                                                                                                                                                                                                         |              | E<br><br>E<br><br>E<br><br>E<br><br>E<br><br>E           |                                                                                      |
| <b>Special conditions:</b>                 | <ul style="list-style-type: none"> <li>Ability to work across two school sites</li> <li>Willingness to attend evening meetings when required</li> <li>Motivated to work with children &amp; young people.</li> <li>Ability to form &amp; monitor appropriate relationship &amp; personal boundaries with children &amp; young people.</li> <li>Emotional resilience in working with challenging behaviours.</li> <li>Appropriate attitudes to use of authority &amp; maintaining discipline.</li> <li>The postholder may be required to work outside of normal school hours on occasion, with due notice.</li> <li>All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.</li> <li>An understanding of the principles of Keeping Children Safe in Education and a commitment to ensuring the health, safety and wellbeing of all children.</li> </ul> |              | E<br>E<br><br>E<br>E<br><br>E<br><br>E<br><br>E<br><br>E |                                                                                      |