CIRENCESTER KINGSHILL SCHOOL

JOB TITLE:	Administrative Assistant to the Head's PA / Administrative Assistant to the Clerk to Governors / Receptionist / First Aider
LOCATION:	Cirencester Kingshill School – 11– 16 Secondary School
HOURS:	32 hours and 55 minutes hours a week at the following times (not including unpaid breaks): 8.30am – 3.30pm, Monday – Friday. These hours include a 20 minute paid break (if working more than 4 hours per day) and a 25 minute unpaid lunch break, to be taken at times agreed with your Line Manager.
GRADE:	D
RESPONSIBLE TO:	The Head's PA / Clerk to the Governors and through the Head's PA / Clerk to the Governors, to the Head and Governors.
LINE MANAGER:	Head's PA / Clerk to Governors
RESPONSIBLE FOR:	None
JOB PURPOSE:	To provide administrative assistance to the Head's PA / Clerk to the Governors.

KEY TASKS:

Reception Duties

Under the direction of the Reception Manager, in the event of staff absence resulting in less than 2 staff being available to cover Reception/Pupil Reception, provide administration support and cover in Reception, including between 12.30pm and 2pm:

1. Be a point of contact in Reception for all visitors and telephone callers to the school on a daily basis.

2. Answer the telephone, greet, sign in, carry out DBS checks and ensure visitors wear an identity badge and inform staff of visitors as directed by the Reception Manager.

3. Cover the Pupil Receptionist when required and as directed by the Reception Manager.

First Aid

To provide first aid as directed by the Reception Manager, when necessary in the absence of the Pupil Receptionist and at other times as required:

- Provide First Aid when necessary
- Ensure accident book is completed.
- Ensure accident forms are filled in, copied and sent to Gloucestershire County Council.
- Receive medication, complete the paperwork and ensure the safe storing of pupil's emergency medication.
- Emergency administration of Epi-Pen, in liaison with the Designated First Aider (Reception Manager).
- General administration associated with First Aid duties.

It is a requirement of the post that the post holder will undertake a First Aid course as set by the school and renew this qualification as required.

Administrative Assistant to the Head's PA / Administrative Assistant to the Clerk to Governors

1. Provide general administrative support for the Head's PA.

2. To type up the Head's assembly information.

3. To assist the Head's PA with the administration of admissions including the administration of the Year 5 and 6 open mornings. The tasks include:
   - Free School Meal arrangements for the Year 6 Induction Day.
   - Labelling new Year 7 pupil files before entry in September.

   And, any other administrative tasks the Head's PA requires assistance with for admissions, under the direction of the Head's PA.

4. Set up on a yearly basis and regularly update throughout the academic year the Head's diary as directed by the Headteacher and the Head's PA diary as directed by the Head's PA.

5. Filing and archiving the Head's paperwork and the Head's PA's paperwork.

6. Maintain stock of office stationery and equipment for the Head's area.

7. School Policies - Responsible to the Head's PA
   a. Distribution of policies to relevant members of staff for updating prior to approval at governor meetings.
   b. Typing/amending the School Policies.
   c. Updating of the governors' policies timetable.
   d. Checking and updating statutory guidelines on school policies.
   e. To attend the Governor Committee meetings to make any amendments to the policies.

8. Headteacher's Tasks – Responsible to the Head's PA.
   - Under the direction of the Head's PA, be responsible for the typing and administration of the School Development Plan and School Development Plan Evaluation**.**
   - Under the direction of the Head's PA, be responsible for the typing and administration of the School SEF and checking that the latest framework is being used.

9. Assist with the marketing of the school – Responsible to the Head's PA
   - Assist in the production of the revised school prospectus together with regular updates and the circulation of the prospectus to primary schools.
   - Ensure a regular supply of articles and photographs to the Wilts and Glos. Standard and the Swindon Evening Advertiser or other local newspapers.
   - Forward relevant articles to the IT Manager for inclusion on the School Website and Social Media.
   - Assist in organising and administering publicity leaflets and advertisements for Year 5 and Year 6 Open Mornings and Open Evenings, as well as any administration associated to these events.
   - Organise ad hoc photography for school events during your working day and in the evening. This will include annual events such as:
     - GCSE Awards Evening – November
     - Talent Show – November
     - Sports Awards Evening – November
     - Christmas Concert – December
     - Dance Evening – February
     - Spring/Easter Concert – March/April
     - School Production – July
     - Years 7 – 10 Awards Evening – July

     This list is not exhaustive and there may be other events that arise during the academic year that you will be required to organise photography for.
   - Organise and administer regular newsletters to parents.

10. To minute exam review meetings and Faculty action plan meetings as appropriate.

11. To provide refreshments for SLT, Governors guests and other adhoc meetings when required.

12. Any other duties relevant to the post of Administration Assistant to the Head's Area as directed by the Head's PA or Headteacher.

Administration for SLT

13. Provide administration support to the Assistant Head & Professional Tutor (TLE). The tasks include, by way of example:
    - School Calendar – To assist in the setting up, maintaining and updating the school calendar.
    - Provide administrative support for organising the Trainee Teacher Programme.
    - Provide administrative support for preparation work for INSET days and meetings.
    - Provide administrative support for the Extend Programme.
    - Provide annual admin support for Advanced Cycling.

14. Provide general administrative support to the Senior Assistant Heads (DCH and JMO). The tasks include, by way of example:
    - Administration for Parents' Evenings and Progress Reports.
    - Typing of pupil employment references.
    - Collect and collate pupil/parent questionnaires/surveys.
    - Making telephone calls, prior to Parents' Evenings, offering appointments to our 'difficult to reach' parents/carers.
    - Produce name signs for Parents' Evening.
    - Free School Meal arrangements for the Year 6 Induction Day (under the direction of the Senior Assistant Head, Head Key Stage 3 (DCH)
    - Support the Senior Assistant Head, Head of Key Stage 3 (DCH) with the Year 6 Transfer form process for the new Year 7 intake.

    Annual Administration:
    - Annual update to Year 6/7 Pupil Guide (DCH).
    - Annual update of the Safeguarding Handbook (DCH).
    - Year 10 and 11 Curriculum Booklets (JMO).
    - Year 11 Study Support Timetable (termly from January) (JMO).
    - Year 11 revision Timetable pro-forma (March) (JMO).
    - Administrative support to the Senior Assistant Head, Head of KS4 with Activities Day (JMO).

15. Provide administration support to the Assistant Head (DST). The tasks include, by way of example:
    - Provide administrative support for the annual production of the Option Booklet.

COVER / ABSENCE

- Deputise for the Head's P.A./Clerk to the Governors on all matters when required or in their absence, including attending various meetings, including SLT meetings and Governor meetings, take minutes, type reports and follow up actions. (This may be outside your contracted hours and if so, you will be paid on a claims basis or the time can be taken as time off in lieu in agreement with your Line Manager and the Headteacher).
- Be the first point of contact to cover in both the pupil reception and the school reception, to include first aid duties, answering the telephone, greeting visitors when necessary, and carrying out DBS checks and ensure visitors wear an identity badge and inform staff of visitors **(When reception is manned by 2 people or less)**.

GOVERNOR ADMINISTRATION

- In liaison with the Head's PA / Clerk to the Governors prepare all governor meetings/matters. For example: photocopying relevant documents, circulating paperwork to all relevant parties. Collate and distribute the agendas and relevant documents to the governing body prior to meetings.

- In the absence of the Head's PA, and in liaison with the ICT Systems Manager, keep the Governor website up to date.

- Deputise for the Clerk to Governors on all matters when required. In the absence of the Clerk to the Governors, attend Full Governing Body meetings (evening), Governors' Staffing Committee meetings, Governors' Chairs Committee meetings, Governors; Curriculum and Pastoral Committee meetings, Governors' Buildings and Health & Safety Committee meetings and Governors' Finance Committee meetings. Take minutes, follow up actions and distribute minutes accordingly. (This may be outside your contracted hours and if so, you will be paid on a claims basis or the time can be taken as time off in lieu in agreement with your Line Manager and the Headteacher).

- Under the direction of the Head's PA update the Governors' handbook.

This job description is to be reviewed annually.

Your job description is not your contract. The document is flexible and can be changed according to the needs of the organisation in agreement with your line manager or the Headteacher.

Other Conditions

Holiday entitlement
The post is part time, term time, excluding Inset days which totals 43.41 weeks of the year. This includes 24.5 days paid holiday rising to 29.5 days after 5 years continuous service plus statutory holidays. Holidays must be taken during the school holidays.

Please note that following a recent Supreme Court ruling, holiday pay entitlement is being reviewed and any change will be updated and backdated to the start date of the postholder.

Claims/Time off in Lieu
If a member of Support Staff in their job description is required to work after their contractual hours or occasionally work outside their contractual hours, which has been agreed in advance with their Line Manager, they can either be paid for the agreed time on a claims basis or take time off in lieu in line with the school policy.

Resignation
A resignation period of 1 month is required.

Disclosure & Barring Service
All employees of the school are required to apply for a Disclosure & Barring Service Clearance Certificate.

This job description may be amended at any time after discussion with you, but in any case, will be reviewed before 1.4.23.

Post Holder Sign: …..…….....……..…… Date:……..…..……

Please print your name……..……

Line Manager Sign……..…… Date:…….

Please print your name ……...……..……

September 2022