



Melbourn Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Melbourn Primary School: Making learning Irresistable

We are a happy and caring school with a strong sense of community. Learning is at the centre of all we do; we strive to provide a dynamic and inspiring education which appeals to the many interests of the children. We work hard and strive for excellence in our school; our aim is that everyone in our school reaches the highest standards of achievement possible whilst becoming confident and independent.

Confidential PA to the Headteacher

Accountable to: Headteacher

Grade: 6

PURPOSE OF THE JOB:

- Ensuring that the Headteacher is fully supported in all aspects of their work including confidential matters.
- Supporting the school leadership team in the delivery of the strategic vision and raising standards in teaching and learning.
- Ensuring the effective running of the school's office, secretarial and administrative functions.
- Leading on all matters related to HR admin.
- Advising on compliance with legislation and guidance, including but not limited to DfE, data protection, Freedom of Information Act, H&S, GDPR, school governance.

RESPONSIBILITIES

Supporting the Headteacher through administration and organisation

- First point of contact for the Headteacher and part of the 'public face' of the school for staff, pupils and parents/carers.
- Maintain the Headteacher's diary, arrange and prioritise meetings as necessary, acting as the gatekeeper. Providing the Headteacher with all relevant documentation and briefing them as appropriate.
- Manage Headteacher's mail including electronic and advising on any urgent matters.
- Maintain an overview of all school policies, advising the Headteacher when they are due for review. Update delegated policies in line with changes in legislation/guidance.
- On behalf of the Headteacher, liaise with outside agencies on projects involving marketing, designing, and school-related publications.
- Working alongside the Headteacher, lead on the school's promotion in the community.

Member of School Leadership Team

- To support the SLT in key decision making in creating and delivering the school's strategic plan.
- As a member of SLT provide confidential administrative support service to the SLT including minute taking at weekly SLT meetings and other meetings as required.
- Remain conversant with the workloads of Senior Leaders on an ongoing basis, whilst actively supporting them in discharging day to day school matters and queries. This will involve undertaking roles and tasks with minimal supervision.
- Act as the point of contact in relation to any complaints received, referring matters to appropriate members of staff when required.



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Administration and Organisation

- Implement and monitor administrative procedures and management information systems to ensure the provision of efficient and effective support services to the Headteacher, the Leadership team and Governing Board.
- Co-ordinate the collation and preparation of statistics, management information and reports as required by the Headteacher, the Governing Board, the local authority (LA), and the DfE including statutory returns.
- Organise meetings, conferences, and events (internal and external) on behalf of the Headteacher, including refreshments.
- Ensure robust filing, records, management information systems (both paper and electronic) are in place and maintained to ensure efficient retrieval of key documents as required.
- Manage and produce the school calendar, weekly diary and staff bulletin.
- Plan, develop, organise and monitor the administrative support services and all related systems (including IT), procedures and policies relating to the work of the SLT and Governing Board.
- Co-ordinate and manage the school's health & safety policies and procedures including risk assessments.

Communication

- Ensure that contact with a wide range of stakeholders is friendly, supportive and professional, and that queries and potential conflict situations are handled with professionalism. This includes but is not limited to key stakeholders such as parents, Ofsted, Public Health and the Department for Education.
- To act as the school's data protection representative, in all matters relating to data protection and GDPR.
- Foster effective relationships with the wider community, other schools and external organisations.
- Update the school website as directed by the Headteacher and ensure its compliance with regulations.
- Co-ordinate and manage the distribution of written communication from the school to stakeholders.

Personnel/HR

- Undertake Human Resources administration and activities in liaison with the school's HR advisors, with particular regard to recruitment, selection processes and pre-employment checks.
- Organise inductions for new members of staff and governors. Complete admin induction including providing email and access logins.
- Maintain the school's Single Central Record ensuring information is entered in a timely manner, is correct and kept up to date for all individuals required to be recorded.
- Work with the Leadership Team to process requests for leave of absence, monitor staff sickness and absence, and provide timely reports to the SLT on staff absence.

Governance

- Ensure that all governance information and paperwork is collated and shared with the appropriate colleagues and sent out in a timely manner.



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Line Management

- Line management of the admin team; including direction and coordination of tasks, training and development of staff members and line management tasks such as performance review.
- Maintain an efficient and effective office environment and ensure reception is adequately staffed.
- Help to promote positive experiences and a culture of supportiveness through exceptional customer service with all staff and stakeholders visiting school or meeting with SLT.

Additional information and general requirements

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the school, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding. A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Please note that the post holder may occasionally be required to work outside of normal school working hours for extended school status activities, school events, meetings and emergencies.