

**SUPPORT STAFF**  
**JOB DESCRIPTION**

<b>ROLE TITLE</b>	Executive PA to the Headteacher / Office Manager
<b>CONTRACTED HOURS</b>	37 hours per week, 42 weeks per year
<b>LOCATION</b>	Felixstowe School, flexible across the Trust
<b>GRADE / SCALE POINT – SALARY</b>	NJC SO1 (SP 23-25)
<b>REPORTING TO</b>	Headteacher / Business Manager
<b>RESPONSIBLE FOR</b>	PA to Deputy Headteachers Reception Reprographics Technician

**INTRODUCTION**

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

**JOB PURPOSE**

The post holder will be required to lead a team in providing an administrative service for the School, and confidential secretarial service to the Headteacher and support the Senior Leadership Team. The post holder is expected to act as an ambassador for the School in all matters. The Business Manager is also available for direction and guidance on unusual or difficult problems.

**KEY TASKS & RESPONSIBILITIES**

**To provide first class administrative and secretarial support to the Headteacher**

- Provision of secretarial and administrative support
- To ensure the Headteacher is kept up to date with all forthcoming meetings/events and prepare/research any documentation as a result of checking all relevant documentation
- Be able to contribute to the writing of, production and reproduction of documents, briefing papers, reports and presentations
- Completion of written presentation of background research
- Organisation and attendance at conferences where appropriate
- Organisation and attendance of meetings including minute taking where appropriate
- Manage the Headteacher's diary to ensure effective time management
- Being proactive in supporting the Headteacher manage output workflow and School deadlines
- Act as first point of contact for the Headteacher
- Collect and open all mail addressed to the Headteacher
- Screening and handling e-mails, telephone calls, correspondence and enquiries
- Prepare agendas, with the Headteacher's correspondence and enquiries papers for attendees and relevant parties
- Arrange conference calls
- Draft, type and dispatch all the Headteacher's correspondence in liaison with the Headteacher
- Maintain electronic filing for all reports, briefs and correspondence
- Organisation of travel and accommodation arrangements



- To act in a proactive manner in all aspects of these responsibilities

**To promote the effective administrative function of the School through management of the administrative team**

- Line manage the admin team in order to provide an efficient admin service for the School
- Carry out appraisal reviews for the admin team
- Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace

**To provide support to the Business Manager and Headteacher for HR processes**

- To undertake the administration for various HR tasks, including offer letters, contract changes.
- To review applications for vacancies and liaise with the appropriate Senior Team Member to obtain an Interview Shortlist.
- To prepare Interview Schedules with the relevant Senior Team Member, and organise local arrangements for the day on which the interviews will be held.
- To participate in interviews for Support Staff as part of the Interview Panel, as appropriate.
- To prepare Job Offer Letters to the successful candidate(s) and set out the supporting information required by the School.
- To provide successful candidates with the necessary forms to complete as part of the Application Process e.g. DBS Form, Occupational Health Form etc.
- To liaise with the trust on Contracts of Employment for new employees and Contract Variation Letters as and when required.
- To conduct "Welcome Interviews" as part of the Induction process with new starters, provide them with Induction Packs and introduce them to their Line Manager.
- To deal with any issues relating to completed forms from new starters, make appointments with key personnel, etc.
- To prepare schedules for each new starter's "Probation Period", raising any issues with the Business Manager throughout the process.
- Maintain the Single Central Record.
- To minute HR related meetings and other ad hoc meetings as required
- To provide support to the Business Manager as and when required.

**To provide a support service to the Clerk of the School's Governing Board**

- Minute taking at sub-committee governing board meetings, as required
- Administrative service to include liaison with the Clerk to the Governing Board in preparation and circulation of the agenda, collation and circulation of supporting papers within appropriate timescales and correspondence arising from full governing board meetings
- Monitoring of committee and working group membership and other documentation to support the administration of the governing board
- Maintenance of the official minutes book or file of signed minutes
- Liaison with the governing board members between meetings, as required
- Uphold any code of practice adopted by the governing board and observe the rules of confidentiality

**To provide a general clerical and administrative support service to the School**

- Oversee support to teaching staff as requested to help minimise the administrative workload as effectively as possible within the time available.



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- Give assistance to parents/carers that contact the School with day-to-day queries and problems, either by giving information or passing on queries to the appropriate member of staff.
- Provide back-up assistance to the other members of the Administration team in the School Office, including Student Services, covering first aid, lost property etc.
- Organise lunchtime Reception cover.

### **SAFEGUARDING**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

### **GENERAL**

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

### PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<b>Technical or Specialist</b>	NVQ3 or equivalent in a relevant subject Shorthand / speed writing / or use of computer to take minutes of meetings	Knowledge of School / Trust computer systems
<b>Literacy and Numeracy</b>	Secondary education up to GCSE level or equivalent Demonstrable expertise in a range of relevant office procedures Ability to set out letters / documents and to use grammar correctly Able to carry out complex calculations accurately High level computer literacy Able to accurately maintain HR and other School records and produce reports in required format.	Knowledge of computer systems relevant to the School, including SIMS
<b>Organisational</b>	Clear understanding of Governors and their role	Knowledge of the School's administrative procedures Knowledge of basic health & safety responsibilities and safeguarding procedures Knowledge of policies and procedures e.g. sickness and absence records
<b>Equipment / Materials</b>	High level, accurate keyboard skills Able to use / operate general office equipment e.g. printers, photocopiers, binders, computers	
<b>Research</b>	Able to use the internet effectively for routine research Ability to collate and interpret statistical information	Broad understanding of government initiatives and their impact on the School
<b>Problem Solving</b>	Ability to resolve a range of day-to-day problems, using own initiative Know when it is appropriate to refer upwards Experience of change management	
<b>Planning</b>	Organised and methodical approach to admin tasks Ability to work under pressure and prioritise effectively Excellent attention to detail	
<b>Interpersonal and Communication</b>	Tact and diplomacy second nature Ability to remain calm under pressure Articulate with a good grasp of the English language Understanding of the necessity and ability to maintain absolute confidentiality Pleasant and helpful telephone and face-to-face manner	



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	<p>Patience and tolerance when dealing with parents/pupils who may be upset or appear unreasonable</p> <p>Ability to function effectively as part of a team</p> <p>Commitment to safeguarding and equality</p> <p>Effective communication and interpersonal skills</p>	
<b>Level of Autonomy</b>	<p>Able to make day-to-day decisions about own workload, within clear guidelines and procedures</p> <p>Supervisory assistance is available most of the time</p>	