



# Alfriston School

## Sports College

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January 2025

**Role:** Operational School Administrator and PA to the Headteacher  
**Salary:** BPR 4 ISN 21-25 £29,477 - £31,645 Pro Rata  
Actual Salary £23,241 - £24,950 Per Annum  
**Contract Type:** Permanent, Term Time + 2 Additional Weeks (41 Weeks)  
**Hours:** Full Time – 37 Hours Per Week  
**Start Date:** As Soon As Available

Dear Applicant,

This is an incredibly exciting time to join the Alfriston school team, our school community is one that is rooted in nurture, relationships and bold aspirations.

We are seeking a highly organised and detail-oriented Operational School Administrator with PA responsibilities, to oversee the daily operations of the school and be a personal assistant to the Headteacher. This role plays a vital part in ensuring that all administrative functions run smoothly, allowing faculty, staff, and students to focus on learning and academic achievement. The ideal candidate will have strong multitasking skills, excellent communication, and the ability to manage a variety of responsibilities in a fast-paced school environment.

If you are someone who is passionate about enabling success for students with special educational needs and disabilities and are energised by multidisciplinary and integrated working models then we would love to hear from you.

**To Apply:** Please visit our website [www.alfristonschool.com](http://www.alfristonschool.com) to download and complete the application form, please send a supporting cover letter with your application addressing the points in the skills criteria within the person specification against your own experience. All applications to be sent via email to [recruit@alfristonschool.com](mailto:recruit@alfristonschool.com) for the attention of Mrs Ellie Davison.

If you would like to make an informal visit, please also contact Mrs Ellie Davison who will be delighted to arrange this for you.

**Closing Date for Applications:** Thursday 30<sup>th</sup> January 2025 at 9.00am

**Interview Date:** Monday 3<sup>rd</sup> February 2025

Yours sincerely,

Claire Smart  
Headteacher



Alfriston is an outstanding Special School with Academy status for girls aged 11-19 with moderate learning difficulties and speech and language and communication difficulties. We currently have 164 girls on roll. All the students have an Education Health Care Plan and are taught in small groups and with additional support. Our staff are specialist subject teachers and are experienced in working with a range of special needs and abilities. Pupils attend Alfriston from all over Buckinghamshire and some neighbouring counties. We also have weekly boarding provision for 20 pupils.

We consider the staff team as our most valuable resource. Training and development is a high priority in the school. There is also personal support given to staff to manage the diverse and challenging work needed to support students with significant special needs. At present there are 70 staff employed at the school working in the teaching, support, residential and administrative teams. We are proud of the excellent standard of education provided at Alfriston.

### **WHY WORK FOR ALFRISTON SCHOOL?**

Alfriston School is based in Beaconsfield. The school benefits from outstanding modern facilities, all of our classrooms are fully equipped with interactive screens and access to class sets of laptops or iPads. All teachers are provided with a laptop that is renewed every three years. The school enjoys a recently modernised performing arts and music facilities that include the use of a dance studio, sound/recording studio and performance space, along with our exceptional sports facilities that caters for a range of indoor and outdoor activities including mountain biking, trampolining, cycling, football and many others. The school also enjoys use of its spacious swimming pool designed by a bespoke architect, as part of an upgrade of the sports facilities at Alfriston, the architects developed a concertina-like roof structure that echoes the shape of the pitched roofs on other buildings in the area causing minimal sound reverberation which is beneficial for the use of our students with their Special Educational Needs.

Alfriston offers a wide and diverse range of professional development opportunities for staff, including the opportunity to train with Astra School Centred Initial Teacher Training (SCITT), a local Ofsted-outstanding school-centred teacher training provider.

Alfriston School also offers staff:

- A friendly working environment
- Supportive and caring colleagues
- Excellent opportunities for professional development
- Onsite parking
- Transport links (Chiltern Line and close to the M40)
- Discount on hire of selected school facilities
- Close to local amenities





## **Operational School Administrator and PA to the Headteacher** **Job Description**

### **Main Purpose**

To offer confidential and personalised support to the Headteacher and handle various administrative duties across the school, ensuring the smooth and efficient operation of daily activities.

Duties and responsibilities:

### **Operational Administrative Tasks**

- Assist in the coordination and execution of day-to-day operational processes, ensuring alignment with school goals and objectives.
- Work closely with the Deputy Headteacher to assist with timetabling
- Contribute to the arrangements in place to cover staff absences
- Managing progression data using the appropriate software.
- Act as a point of contact between departments to facilitate communication and resolve issues, by creating and maintaining a whole school calendar ensuring smooth workflow across the school.
- Support the Headteacher in all aspects of school compliance and regulatory requirements, as stipulated by the latest Ofsted framework for policies etc.
- Manage all parent communications, ensuring information is shared promptly, accurately, and effectively.
- Assist with the implementation and monitoring of operational projects, ensuring timelines and deliverables are met.
- Assist in the preparation and analysis of operational reports to identify trends, track performance, and provide insights to support decision-making.
- Participate in process improvement initiatives to optimise workflow and increase operational efficiency.
- Participate in the administration and compliance of education and healthcare plan (EHCP) annual review processes alongside relevant colleagues.

### **Managing Enquiries**

- Act as the first point of contact for staff, parents, governors and other stakeholders looking to speak with the Headteacher
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Assist with managing the Headteachers email inbox, ensuring the school meets its expected response times and emails are acted on
- Manage enquiries and requests efficiently, referring where necessary
- Welcome visitors on behalf of the Headteacher
- Assist staff, parents, governors and other stakeholders with the information and support they need
- Handle all confidential correspondence with discretion

### **Administration and Diary Management**

- Coordinate the Headteacher's diary, making decisions around priorities and ensuring the Headteacher is suitably briefed
- Support the Headteacher to manage their workload, advising on priorities where appropriate

- Prepare the Headteacher for meetings by assembling reports and relevant documents
- Respond to appropriate requests for information from governors or external agencies
- Maintain accurate records in efficient files and online systems
- Support with the coordination of certain school events, under the direction of the Headteacher
- Complete desktop research for the Headteacher, analysing findings and providing summaries for the Headteacher

### **Written Communication**

- Interpret Headteacher's comments into draft written correspondence to be sent to relevant stakeholders
- Develop written communication that's professional and upholds the school's vision and values
- Proof-read outgoing communication to ensure it's of the highest standard.

Undertake any other duties and responsibilities from time to time that may be reasonably required by the Headteacher or the Senior Leadership Team.

This job description will be annually reviewed as part of the staff development programme and it may be amended at any time after consultation.



## Person Specification

Criteria	Essential	Desirable
<b>Experience</b>		
Proven experience as a Personal Assistant, Administrative Assistant, or in a similar administrative or support role.	✓	
Experience in providing high-level administrative support to senior leadership or management.	✓	
Experience of working within an educational environment mainstream or special		✓
An understanding of school office systems, procedures and policies		✓
Experience in EHCP administration and statutory deadlines and/or a willingness to undertake training in this area		✓
<b>Knowledge and Skills</b>		
Excellent organisational and time-management skills, with the ability to manage multiple priorities and meet deadlines.	✓	
Strong written and verbal communication skills, with a high level of professionalism in all interactions.	✓	
Ability to maintain confidentiality and handle sensitive information with discretion and integrity.	✓	
Strong IT skills, particularly with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)	✓	
Experience in working with School Management Information Systems (MIS) or Databases (Arbor, SIMS etc)		✓
Ability to work independently and proactively, using initiative to anticipate needs and solve problems.	✓	
Awareness of General Data Protection Regulations (GDPR)	✓	
<b>Personal Qualities</b>		
Confidentiality, tact and discretion combined with a calm personality and sound judgement	✓	
Enthusiastic and approachable	✓	
Positive and friendly personality	✓	
Flexible and adaptable (to work and time)	✓	
Sense of humour		✓
Commitment to professional development	✓	
Hardworking and conscientious	✓	
To show loyalty and commitment to the school	✓	
Self-awareness, a reflective practitioner who embodies professional habits of integrity and is able to take steps to regulate themselves and remain calm under pressure.	✓	
Proactive and solutions focused	✓	
<b>School Ethos</b>		
Be able to demonstrate an understanding of the school's responsibility for child protection and safeguarding.	✓	

This school is committed to safeguarding and promoting the welfare of children which will be reflected throughout recruitment. The selected candidate will be required to provide suitable references and undergo an enhanced Disclosure and Barring Service (DBS) check before taking up the post.