Job Profile

Cardinal Griffin Catholic College			
Job Number	**Post Title**	**Grade**	**Date**
CG0099	Personal Assistant & internal communications co-ordinator	Grade 6	June 2022

Reporting Relationships

Responsible to: Executive Business Manager / Headteacher

Responsible for: The co-ordination of administrative staff

Statement of Purpose

To provide confidential clerical and administrative support and diary management support to the Headteacher and members of the Leadership team. To work with information technology and associated systems. To proactively seek and communicate information relating to College activities to the support staff and ensure support staff are organised to support Teaching and Senior Leadership staff in all aspects of the College's work.

Support to Pupils

- To liaise with parents and outside agencies, including Social Service, Education Welfare and the Police with regards to confidential/sensitive information and complex issues.
- To liaise with other teaching and support staff.
- To liaise with the Health and Safety co-ordinator as required.
- To provide a quality service to students, parents and staff.

Support to Administration

- To co-ordinate and deploy the administration staff to ensure they are briefed on upcoming events and issues and have organised themselves to provide the support required.
- To proactively seek out and ascertain relevant information to facilitate the above, meeting as necessary with the Headteacher, Deputy Headteacher and Executive Business Manager and requesting information from other key staff.
- To produce and distribute the weekly bulletin for staff, liaising with key staff to ensure all relevant information is included.
- Maintain a working knowledge of administrative processes undertaken in the College in order to ensure that administrative support to leadership and teaching staff is efficient and timely.
- Where necessary, provide cover for administrative staff working in reception, pupil services and the management of staff absence.
- To work closely with the Executive Business Manager to ensure consistent communication.
- To oversee the Scholarships and Bursaries application and award process for the Headteacher.
- To support the Assistant Headteacher responsible for Year 7 and in Year admissions in administering the new intake year group, liaising with primary school feeders, producing welcome

packs for new students and ensuring in Year admissions are dealt with in line with relevant legislation.

- Ensure Staffordshire County Council are kept updated in relation to in Year admissions in line with statutory timelines.
- To support the interface between the College and the Governing Body, providing administrative support to the Chair of Governors and Governing Body and liaising with the clerk to ensure that all administrative tasks are completed.
- To assist with reception duties as required.
- To assist with telephone calls as required.
- To undertake routine and complex administrative tasks as required.
- To undertake research and obtain information to support the Headteacher and Leadership team.

Support to Organisation

- Undertake confidential and general administration for the Headteacher and other members of the leadership team, including staff references and appraisal documentation.
- Undertake complex computer based administrative tasks which may include:
    1. Receiving emails on behalf of the Headteacher or Leadership team and filtering them;
    2. Using software packages to source information or update information, for example, Blue Sky, SIMS, MS Office, etc…
    3. Publication software to design and publish College newsletters, programmes for events, etc…
- Maintaining diaries (including the whole College calendars), using an electronic system.
- Organising meetings
    1. Coordinating with attendees
    2. Arranging for rooms and ensuring they are prepared prior to the meeting
    3. Organising refreshments
    4. Ensuring agenda, minutes and other appropriate documentation is available
- May be required to supervise, train and mentor administrative staff.
- Organise significant events and administrative functions in the College e.g. work experience, careers conference, parents evenings, awards evening, open evenings, transition evenings, etc…
- Assist the Assistant Head for curriculum with the Year 9 Options information liaising with Heads' of Faculty, collating accurate data and ensuring effective presentation and layout.
- To support the production of the 11-16 and Sixth Form prospectuses, collating information from various departments including examination results, liaising with the in-house or external publishers regarding presentation and deadlines.
- Preparation of INSET programmes for staff training days.
- Compiling half-termly diary dates for parents and informing them of holidays.
- Ensuring all parental information on the website in relation to the College calendar is maintained, up-to-date and accurate.
- Ensuring communications from the Headteacher and Senior Leadership Team with parents are up to date on the College website.
- To remove outdated or superseded information on the website.
- Attending meetings, producing agendas, taking minutes and distributing to staff, governors, parents, students and other stakeholders as required.
- Oversee the production of the College handbook, undertaking an annual review and amending as necessary. Ensuring copies are available for staff both physically and electronically.
- To administer exclusions on both fixed term and permanent basis liaising with Staffordshire County Council and entering data onto SIMS.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.

Confidential Administration

- Support the arrangements for staff appointments, including preparing materials to send out to applicants, coordinating interview arrangements, arranging pupil groups for tours, preparing interview programmes and updating information for governor appointments.
- Undertake other confidential administration, e.g. Performance Management, ECTs – ensuring all forms are completed by mentors and deadlines met.
- Sort and distribute mail for the Headteacher.
- To make telephone calls for the Headteacher, as requested, and take telephone messages in their absence.
- To ensure the welfare of visitors, visiting members of the College leadership team.
- Act as an exemplar to other support staff in terms of modelling outstanding accurate administration, meeting deadlines, and modelling the professional role of support staff in generating capacity, demonstrating flexibility and anticipating the needs of those whom are being supported.
- To demonstrate integrity, maintain confidentiality, appropriate professional boundaries and loyalty of to the College, its Governors and Leaders, acting and communicating in a way which respects the roles, responsibilities and professional reputation of the same.

Support HR Management

- Contribute to the development and organisation of the support service systems / procedures / policies.
- Supervise, train, mentor and develop staff as appropriate.
- Support the HR Officer and Executive Business Manager with HR related administration.

Support Organisational Management

- Produce reports / information / data as required.
- Undertake typing and word-processing and complex IT based tasks, including powerpoint presentations, publications and spreadsheets.
- Provide personal administrative and organisational support to other staff.
- Assist in the management of the administration and support of confidential reports.
- Liaison with the Leadership Team regarding the preparation of OfSTED information and all relevant paperwork as necessary to produce the Self Evaluation Form (SEF) (complete and submit complex forms).
- Undertake research and obtain information to inform decisions.
- To comply with procedures and policies to ensure the effective and efficient management of the College.
- To take responsibility for and ownership of communication between the College leadership and other staff.

General support

- To make suggestions to improve the ongoing effectiveness of the support staff.
- Work to predict and anticipate the needs of the Headteacher and other Senior Leaders and be proactive in preparing resources and planning own workload to ensure support is available to them when required.
- To comply with the requirements of Health and Safety and other legislation and documentation.
- To undertake any other reasonable duties within the overall function commensurate with the grading level and responsibility of the job.
- To understand and comply with equalities legislation and policies.
- Work in a flexible and versatile manner as directed by their line manager / the Leadership Team.

- To participate in Performance Management.

Support for the Headteacher

- Maintain a relevant filing system.
- Provide administrative support to the Governors, including maintaining up-to-date files for governors of policies, terms of reference of governors' committees, current list of governors.
- May be required to act as clerk to the Governors on a temporary or ongoing basis.
- To check and submit travel and expenses claim forms.
- To attend staff meetings, take notes, prepare and distribute these.
- To maintain confidential records as required.

Resources

- Operate office equipment e.g. photocopier, computer, telephone system, etc…
- Order stationery items etc. as necessary for the Headteacher and maintain their stationery supply.
- Assist with routine financial administration.
- Assist with reception duties as required.

Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Financial Management

- Comply with financial procedures in relation to the administration of events, scholarships and bursaries, stationery orders and other routine financial administrative processes.

People Management

- To comply and engage with people management polices and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

Note 1:
The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

Person Specification
Duty Manager - Community Leisure Centre
Level 3

Minimum Criteria for Two Ticks *	Criteria	Measured by
	Experience • Experience of development, management and operation of administrative systems. • Supervisory experience.	A
	Qualifications/Training • First Aid • NVQ 3 or equivalent qualification in a relevant discipline. • RSA 2/3 or equivalent qualification or experience in typing / wordprocessing.	A/I
	Knowledge/Skills • Ability to relate well to children and adults. • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Good communication skills. • Good interpersonal skills. • Good organising, planning and prioritising skills. • Methodical with a good attention to detail. • Influencing skills. • Consultative, negotiating and partnership skills. • Ability to plan and develop systems. • Full working knowledge of relevant policies/codes of practice/ legislation (e.g. health and safety). • Good computer skills.	A/I
	Behavioural Attributes • Appreciates the overarching purpose of support staff to provide support to others and to reduce the burden placed on them by undertaking tasks which assist them in their work and acts to achieve this. • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability for their own role and actions, but also of ensuring support to others, for example, where a task falls outside their remit, taking ownership of finding out how it can be completed and remaining accountable for its completion, working with others to ensure it is done in a timely way.	A/I

	• Committed to the needs of the customers, staff and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Relentless in identifying positive solutions to problems. • Communicates effectively. • Manages their own wellbeing proactively so as to ensure they are fully able to manage the demands of the role and minimise any absences. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. • Exemplifies and models for others principles of the assumption of positive intent and generosity in the attributing positive intention to others motives and actions.	

A = Assessed at Application I = Assessed at Interview T = Assessed through Test

Note 1:
In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***

If a disabled person meets the criteria indicated by the ‘Two Ticks’ symbol and provides evidence of this on their application form they will be guaranteed an interview.

We are proud to display the **Two Ticks Symbol,** which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the
SSC Recruitment Team on 01785 276480