



Job Description

PA to Head of Primary

Post Details

Salary: Pt 11 £22074 FTE

Part-time: 30 hours per week - Term Time plus 4 weeks (0.71 of FTE) - (Potential to increase to full time in term time plus 4 weeks - 0.89 of FTE)

Contract Type: Permanent contract

Location: Culham, Oxfordshire

Reporting to: Head of Primary

Based at ESUK and some flexible working by agreement

Europa School UK

The Europa School specialises in languages and sciences and offers multilingual, multicultural education, leading ultimately to the International Baccalaureate Diploma Programme. The curriculum in primary is unique using elements of the European Schools primary curriculum, enhanced by the national curriculum in an immersion model. The secondary is moving towards using the International Baccalaureate Middle Years Programme with humanities taught in the students stream language. It is an all-through free school of pupils aged 4 to 19.

Job Description

Main responsibilities & expectations:

- Student record management including:
 - maintaining their records
 - monitoring student progress data and compiling reports, in conjunction with management
- Administer teaching staff absence and overtime, including:
 - arranging cover - this will include early mornings
 - distributing cover work
 - logging absence
 - planning for teacher absence requests
 - liaise with supply agencies
 - liaising with TA manager
 - Administer teacher staff's additional hours
- Ensure good regular communication with parents including:
 - compiling a weekly primary parents' newsletter
 - parent letters
- Manage communication with primary staff including:
 - Maintaining the staff notice board
 - Maintaining the primary calendar (excel and school base)
 - Administration of class councils, report distribution and parents' evening
 - Minutes of bi-weekly staff meetings



- Producing Daily Notice /Weekly newsletter to teachers
- Oversee timetables & events in primary including:
 - Room bookings/timetabling
 - Liaise /organise visiting school nurse for in school vaccination program/vision screening
 - Organise events such as swimming lessons/music lessons/annual Christmas theatre trips.
- Prepare the reports for publication including the Primary sports grant funding and report
- Liaise with site maintenance team
- Administration of Head of Primary's appointments diary
- Supporting primary teachers with requests
- Administration of SATS scripts and Summer tests
- Over-seeing visitors and visiting parents. visiting students and volunteers

Person Specification

Personal Attributes and Skills

- Well organised and methodical.
- Ability to enquire into systems.
- Self confident and amiable person.
- Initiative taking and problem solving
- Have the ability to prioritise, complete and finish work tasks with the required timings.
- Be able to build effective working relationships.
- Confident using a range of IT programs.
- Quick learner and curious.
- Good communication skills.
- Demonstrable interest in multilingual education.

For more information

If you would like further information, please contact: Anna Cole-Morgan (HR Manager)

Email: applications@europaschool.uk

Deadline: See Website

Europa School UK, Thame Lane, Abingdon, OX14 3DZ, UK Tel: +44 (0)1235 524060

The important small print:

Due to this post having access to children and/or vulnerable adults, successful candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from taking up a post, as all cases are judged individually according to the nature of the role and information provided. The Europa School UK is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants must be eligible to work in the UK.