



PA to Headteacher / Senior Administration Officer

Circa £33,000

Full time (36 hours 40 mins per week), Full year

Purpose of Post

A multi-faceted role, providing efficient, confidential and professional business support to the Headteacher in the day to day running and growth of a new school, whilst fulfilling whole school administrative duties and managing the administration team.

Reporting to:

Finance & Operations Manager

Responsible for:

Administration Assistant(s)

Responsibilities

1. Headteacher support
2. Administrative duties
3. Admissions
4. Human Resources
5. General duties

Key tasks and duties

1. Headteacher support

- a) Provide business support to the Headteacher in the school's day to day and strategic operation.
- b) Manage the Headteacher's schedule, enabling them to be well prepared for meetings, events and commitments.
- c) Ensure school meetings are well organised and well documented.
- d) Responsible for school communications, in a style that is consistent, relevant and reflects the school ethos.
- e) Build excellent working relationships with stakeholders, including parents, pupils, staff and visitors.
- f) Administer the school's recruitment process, including the organisation and facilitation of interview days.
- g) Make suggestions and recommendations for systems, policies and processes to ensure that they are fit for purpose and drive forward standards.
- h) Follow the school's marketing calendar and ensure that events are well promoted, with promotional details.
accurate and fit for purpose.

2. Administrative duties

- a) Accountable for the administration service of the school, ensuring that data capture, communications and marketing are accurate, up to date and to a high grammatical standard.



- b) Deliver excellent customer service and provide a warm and professional welcome to all.
- c) Administer the whole school calendar, ensuring that deadlines and lead times are well managed and appropriate planning is in place.
- d) Provide an administrative service for school meetings as required.
- e) Ensure whole school email accounts are well managed, ensuring a prompt and timely response service.
- f) Manage the administrative support of school events, including prize-giving evening, parents' evenings and open days.
- g) Prepare and publish school newsletters.
- h) Oversee the school's website and social media content.
- i) Ensure the school has sufficient first aid cover and refresher training are arranged when due.
- j) Provide a minuting service to governance committees as required (occasional evening work remunerated separately)
- k) Approve finance orders as required, ensuring that spend is appropriate and within budget.

3. Admissions

- a) As Admissions Clerk, work with the Headteacher, local authority and parents to maximise school admissions.
- b) Maintain a thorough understanding of the school's Admissions Policy
- c) Under the guidance of the Headteacher and Finance & Operations Manager, manage the end-to-end admissions process.
- d) Act as the main point of contact for all admissions and appeals.
- e) Collect and decipher admission applications and liaise with the local authority to submit data for place allocations. Note: in the first year of the school's operation this is managed fully in-house
- f) Work with the local authority to ensure that school place allocations are accurate, and any oversubscription is well managed.
- g) Collect and summarise all admissions appeals; prepare and distribute appeals packs for governors and the appeals panel.
- h) Ensure the school student admission records are accurate and up to date.
- i) Deliver timely communication to all stakeholders.
- j) Manage the process for in-year admissions, including parent / carer liaison and full induction including system updates.

4. Human Resources

- a) Provide recruitment administration support, using the Trust's online recruitment system and placing job adverts as appropriate. Provide administrative and wider support with the selection process, including being a panel member as required.
- b) Support a range of HR administration tasks and work alongside the HR Coordinator to provide Admin Support
- c) Ensure the school central record for safeguarding is maintained accurately, in a timely manner and in line with Ofsted guidance and trust policy and procedures.
- d) With support from the central HR team and / or Finance & Operations Manager, act as main point of contact for Ofsted in this respect.



- e) Manage the induction of new staff in accordance with Trust protocols.
- f) Line manages the Administration Assistant/s.

5. General duties

- a) Proactively promote and comply with safeguarding / child protection in all areas of responsibility.
- b) Understand the importance of inclusion, equality and diversity and promote equal opportunities for all.
- c) Uphold and promote the values and ethos of the Trust.
- d) Implement and uphold all policies, procedures and codes of practice of the Trust.
- e) Support the Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others, reporting any hazards and actively contributing to the security of the school.
- f) Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, sharing skills and expertise with others as required.
- g) Keep abreast of new technology, and make suggestions for improvement, assisting in the review and improvement of operational procedures as required.
- h) Undertake any other additional duties commensurate with the grade of the post.

The job description is current at the date shown, but, in consultation with the post-holder, it may be changed by the CEO to reflect or anticipate changes in the job which are commensurate with the job title and salary weighting.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.



PA to Headteacher / Senior Administration Officer	Essential/ Desirable	How identified (A/I/T)
Qualifications		
Minimum of grade C in GCSE Mathematics and English Language or equivalent	E	A
RSA Qualified	D	A / T
Degree or relevant professional qualification	D	A
Safer Recruitment trained	D	A
Willingness to obtain basic first aid certificate	E	A
Hold current valid Emergency First Aid at Work certificate	D	A
Experience		
Working in a school setting	D	A
Working in a varied and busy administrative setting	E	A / I / T
Providing administrative support to a senior leader	D	A
Experience of school governance	D	A
Preparing agendas and accurate, concise minutes	E	A
Delivering excellent customer service, where politeness, diplomacy and sensitivity are required	E	A / I / T
Working under pressure and responding quickly to changing/ conflicting demands	E	A / I / T
Working with absolute confidentiality and discretion	E	A / I / T
Skills and Abilities		
Ability to communicate confidently and professionally to a wide range of contacts and build excellent working relationships	E	A / I
Self-reliance, resourcefulness and the ability to work on own initiative	E	A / I / T
Highly skilled in Microsoft Office packages and competent typist	E	A / T
Adept at Microsoft Publisher	D	A
Excellent organisational skills and proven ability to work to tight deadlines	E	A / I / T
Numeracy skills with a high degree of accuracy	E	A / T
Ability to produce and analyse information and produce clear, concise and grammatically accurate reports appropriate to the audience	E	A / T
Ability to evaluate, assess, formulate and implement improvements to current working practices	E	A / I / T
Ability to work as a team member and embrace team spirit	E	A/I/T
Knowledge of education legislation, guidance and legal requirements	D	A/I
Personal		
Support fully and with integrity the ethos of the Trust	E	A / I / T
Ability to work flexibly including responding to pressure points and attend evening meetings where necessary.	E	A / I
Positive, open and friendly attitude to service improvement and delivery	E	A / I / T
High standards of personal accuracy, taking pride in work	E	A / I / T
Professional resilience	E	A / I
A willingness to attend appropriate training and development opportunities	E	A



Understanding of why safeguarding is important when working with children and young people	E	A / I
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A: Application I: Interview T: Task

N.B any candidate with a disability who meets the essential criteria will be guaranteed an interview.