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*Our Vision:*

*To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.*

**Shirley High School**

**Performing Arts College**

***“Striving for Excellence”***

**Job Description:**

Post: PA to Principal

Line Manager: Principal

**Areas of responsibility and guidance:**

**PA Duties:**

* Opening all Principal’s post and dealing with it accordingly
* Handling all Principal telephone calls assessing the importance of issues and using initiative to act on matters that can be resolved without involving the Principal. Where necessary representing the Principal or other senior staff
* Managing Principal’s diary and arranging meetings, internally and externally
* Deal with all matters of confidentiality involving staff and students
* Typing all confidential letters / references for the Senior Leadership Team and teaching staff
* Making Principal’s appointments, annotating them and ensuring where necessary appropriate staff members are notified of forthcoming interviews
* Corresponding and liaising with the Governing board as necessary
* Maintaining an efficient and where appropriate digital filing system for Principal’s correspondence / meeting files / departmental files / staff personnel files
* Ensuring the Principal is up-to-date with correspondence and deadlines
* Providing Clerking support to any confidential / general meetings at Principal’s request, regarding either staff or students
* Organising corporate hospitality
* Ensuring the School Handbook is kept up-to-date
* Checking the School Website is up-to-date
* Dealing with problematical situations involving parents to reassure and calm situations in absence of Senior Staff
* Dealing with problematic pupils to diffuse potentially difficult situations with staff in the absence of Senior Staff
* Support any fundraising initiatives
* Oversight of the school’s Social Media.
* Ensure a highly effective and consistent HR service is provided to all trust colleagues, senior leaders and support staff.

**HR Duties**

* Manage and oversee the recruitment, selection and induction processes.
* Provide effective HR advice and guidance to all staff.
* Conduct casework as required including conducting informal investigations.
* Effectively apply and review HR policies and procedures.
* Maintain a strong awareness of all employees and individual needs.
* Contribute to and uphold the academy’s vision and ethos.
* Treat everyone with respect and listen to concerns raised by staff members.
* Be familiar with the academy’s policies and procedures.
* Demonstrate a commitment to CPD and training.
* Ensure equal opportunities for all and respect everyone regardless of their background.
* Lead on recruitment.
* Maintain accurate HR information systems and ensure they are held in compliance with the UK GDPR.
* Maintain and provide an efficient service in recruitment and selection, including completing pre-employment checks, maintaining a pre-employment checklist for all new employees, writing job advertisements, updating job descriptions, arranging interviews and providing support on interview days as required.
* Ensure all recruitment and selection paperwork is managed in line with the UK GDPR.
* Ensure filing, photocopying and scanning is carried out in accordance with UK GDPR and retention requirements.
* Maintain confidentiality with respect to all data held and processed.
* Monitor the Single Central Register (SCR) and make any amendments as and when they are necessary.
* Facilitate and implement training programmes for staff development.
* Monitor and analyse workforce statistics and report these to the SLT.
* Manage HR documents, e.g. staff contracts, ensuring that they are kept up to date and confidentiality is maintained.
* Support any organisational change, e.g. expansion or restructuring

**School Events (e.g. Information Evenings, Parents Evenings, Open Evening, Celebration of Success)**

**Open Evening – Autumn Term**

* Organising the annual Open Events for the marketing of the school
* Attending and assisting events as necessary, greeting guests and dealing with any questions/ complaints

**Information Evenings, Parents Evenings**

* Organising information and parent’s evening
* Ensuring vital areas of the school are presentable and decorated
* Liaising with other departments to ensure food, drinks, facilities etc. are available
* Attending and assisting at events, greeting guests and dealing with any questions/ complaints
* Compiling attendance registers and passing information to the Principal.

**Celebration of Success – Autumn Term**

* Organising the annual Celebration of Success Evening
* Liaising with staff regarding admin, grounds, presentations, catering, programme, etc
* Collecting nominations from staff, producing a database, and organising letters home informing them of which particular award has been given
* Informing admin of parents/carers to invite
* Ensuring all cups / trophies / special awards are ready for presenting on the evening
* Attending and assisting the running of the event

**Personal Qualities:**

* Reliable and conscientious pastoral leader with high expectations in line with the school
* Demonstrate great communication skills with all within the school community
* Neat appearance in line with the school policy
* Ability to work as part of a successful team and work effectively under pressure
* Have the determination and resilience to ensure that all students are challenged in all aspects of school life.

**Think Green:**

* Support the school in demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, recycling and waste reduction) wherever possible in day-to-day work.

**Safeguarding and Child Protection:**

* To reinforce and enforce the school commitment to safeguarding and promoting the welfare of children and young people
* Uphold the duty of care to ensure that if there are any concerns relating to the welfare or safety of a child they are immediately relayed to the Designated Person(s) with responsibility for safeguarding children.

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| Essential | Desirable |
| *GCSE with Maths & English at Grade A\*-C or equivalent* | *Ability to relate well to children and adults* |
| *Excellent ICT, numeracy and literacy skills* | *Experience of data collection and presentation* |
| *Excellent organisational skills* | *Experience organising complex meetings* |
| *Excellent interpersonal and communication skills* | *Experience of supervision and administration* |
| *Accuracy and quality standards* | *Experience of HR (staff recruitment, selection and development)* |
| *Ability to work with a degree of autonomy and to keep to deadlines* | *Experience of minuting meetings* |
| Ability to work as part of a team understanding school roles and responsibilities | Prior experience as a PA |
| Ability to lead and motivate staff line managed |  |
| Ability to self-evaluate learning needs and seek learning opportunities |  |
| Ability to facilitate agreement in difficult situations or to calm situations down |  |

We want all at SHS to believe in and maintain the values of our school:



Signed: ……………………………………………………………………………. Dated: …………………………………………………………….