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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 Governor Board as necessary
* Dealing with any correspondence from and to the Chair of Governors
* 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 the 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.

**Recruitment:**

* Being responsible for general personnel matters for all staff. Maintaining confidential accurate staff records for staff and analysing this data as appropriate. Produce ad hoc reports as necessary
* Maintaining the ‘Single Central Record’
* Arranging interviews and seeking references
* Arranging programmes for the interview date informing all staff involved
* Overseeing and coordinating the interview day(s) assisting as necessary
* Dealing with all correspondence for placed and unplaced candidates after interviews as appropriate
* Assist and coordinate internal and external training for new starters and existing staff
* Support in the organisation and coordination of new staff induction
* Posting job adverts as required
* Keeping staff records up-to-date, including any changes of address, telephone numbers, etc.
* To support with any other aspects of the recruitment process as required
* Undertake ongoing appropriate CPD and in service training as required by the job role.

**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: …………………………………………………………….