



Job Description & Person Specification

PA to Senior Leadership Team

Purpose of Post

To provide a high quality and effective PA service to the Headteacher and SLT and undertake the administrative responsibilities relating to pupil admissions and staff recruitment.

Key tasks

SLT support

- a) Provide business support to the Headteacher and SLT 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) Make suggestions and recommendations for systems, policies and processes to ensure that they are fit for purpose and drive forward standards.
- g) Administer the whole school calendar, ensuring that deadlines and lead times are well managed and appropriate planning is in place.
- h) Attend the SLT weekly meetings as note taker and share notes in a timely manner.
- i) Manage the Headteacher's correspondence including fielding emails and post.
- j) Undertake wider administrative duties as directed by SLT.

Admissions (Including in-year admissions)

- a) Work with the Headteacher, local authority and parents to maximise school admissions.
- b) Maintain a thorough understanding of the school's Admissions Policy.
- c) Liaise closely with LA admissions team in relation to onboarding and off-rolling.
- d) Oversee the process of in year admissions including arranging SLT admission meetings.
- e) Act as the main point of contact for all admissions and appeals.
- 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) Undertake administration for transition for year 6 students joining the Academy.



- j) Deliver timely communication to all stakeholders.

Recruitment

- a) Provide recruitment administration support, using the Trust's online recruitment system and placing job adverts as appropriate.
- b) Provide administrative and wider support with the selection process including preparing interview schedules, meeting candidates, checking ID, organising tours.
- c) Provide administrative support with the onboarding of new staff including pre-employment checks, and arrange inductions in accordance with Trust protocols.

Cover

1. To support the administration of "Cover" as necessary for absent (planned or unplanned) staff through the Management Information System.
2. To liaise with Faculty Leaders to ensure that class work is set for supply teachers to deliver.

Wider Administration

- a) Prepare draft references on behalf of the Headteacher / Business Manager
- b) Maintain the school's Single Central Record and discuss as necessary with safeguarding leads and governors.
- c) Administer work experience placements taking place at St Anne's
- d) Undertake break and lunch student supervision duties on a rota basis
- e) Contribute to the maintenance of the Academy website as directed by the Business Manager

General

- a) Uphold and promote the values and ethos of the school/Trust.
- b) Keep abreast of new technology, and make suggestions for improvement, assisting in the review and development of operational procedures.
- c) Proactively manage workload to ensure service standards are met, checking personal accuracy and seeking guidance where necessary from senior colleagues.
- d) Implement and uphold the policies, procedures and codes of practice of the school / Trust.
- e) Proactively promote and comply with safeguarding / child protection in all areas of responsibility.
- f) Support the Trust and school's health and safety policy and be aware of the responsibility for personal health, safety and welfare and that of others reporting any hazards and actively contribute to the security of the school, for example challenging a stranger on the premises.
- g) Understand and promote the importance of inclusion and equality and diversity for all.
- h) Participate and engage with training and development opportunities, working to continually improve own performance and that of the team / school / Trust.
- i) Attend and participate in relevant meetings as appropriate.
- j) Undertake any other additional duties commensurate with the grade of the post.

Responsible to:

Headteacher / Business Manager

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



PA to Senior Leadership Team	Essential / Desirable	Application Interview Task
Qualifications		
Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework	E	A
Administrative, business management or HR qualification	D	A
Experience		
Experience of working in a busy administrative role and proven ability to work to tight deadlines	E	A / I
Experience of working in a school setting	D	A
Experience of providing PA support to senior leaders	D	A
Expert in using computerised administrative systems including Microsoft Office for the production of documents, spreadsheets, databases, PowerPoints and emails.	E	A/I/T
Experience of preparing accurate and concise minutes	E	A/I
Communication		
Excellent communication skills delivering professional, polite, courteous, and efficient customer service, in person, by email and by telephone, exchanging information with a range of audiences	E	A/I
Excellent interpersonal skills		
Planning and Organisation		
Ability to plan and organise activities within own workload following instruction and considering deadlines.	E	A/I/T
Proactive in your approach to improving processes and introducing effective and efficient systems		
Ability to recognise and prioritise urgent requirements		
Ability to understand the ebb and flow of the school year		
Skills		
Ability to embrace and utilise the latest technology to improve efficiencies.	E	A/I/T
Attention to detail and high levels of accuracy	E	A/I/T
Ability to work at pace	E	A/I/T
Demonstrate ability to anticipate impact of future events and plan accordingly	E	A/I
Personal		
Excellent attention to detail	E	A/I
Ability to work effectively and supportively as a member of the school team		
Capable of working under pressure and responding quickly to changing demands		
Demonstrate experience of working with confidential material where discretion is paramount		
Positive 'can-do' approach to work		
Professional resilience		



Ability to work flexibly including responding to pressure points and attend evening meetings and events where necessary		
Commitment to safeguarding and promoting the welfare of children		
<p>How Identified Key:</p> <p style="text-align: center;">A = Application I = Interview T = Task</p>		

Please do not include a curriculum vitae.

Candidates who are disabled will be guaranteed an interview if they meet the essential criteria.