

## Generic Job Description

### PA to the Headteacher/ Leadership team and Pupil Data Administrator

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<b>Job title:</b>	PA to the Headteacher/Leadership team and Pupil Data Administrator	<b>Ealing GLPC Grade:</b>	6
<b>School:</b>		<b>Post No:</b>	
<b>Line manager:</b>	School Business Manager		
<b>Supervisory responsibility:</b>	None		
<b>Hours:</b>	8.30-4.15 Mon-Fri 35 hrs per week (45 minute unpaid lunch break) Term time plus 5 days.		

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#### Main purposes of the job

- To provide efficient management personnel and other administrative functions determined by the Leadership team.
  - To provide efficient and confidential personal assistance to the Leadership team.
  - To support the work of the Headteacher and the Leadership Team.
  - Responsible for reporting to the Governing Body and the Leadership Team on all aspects of pupil data.
  - Work closely with middle and senior leaders to determine pupil assessment needs and support the development of systems/solutions to record and present data.
  - To be responsible for promoting and safeguarding the welfare of children and young people within the school.
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#### Main responsibilities and tasks

##### Heads PA

1. To act as the first point of contact for communications or visitors to the Headteacher and Leadership team, screening or diverting calls/queries and ensuring that in-person visitors are welcomed appropriately.
2. To manage electronic and hard copy correspondence for the Headteacher and Leadership team, including the email account, delegating messages and matters as appropriate. Open and distribute posts daily and delegate as appropriate.
3. To disseminate any notices or memos to staff on behalf of the Headteacher and Leadership team.
4. To prepare materials for internal and external purposes, school prospectus, ensuring a high standard of written communication and that communications are 'in tune' with the school's guidelines.
5. To draft communications for the Headteacher and Leadership team and take minutes as required.
6. To act as 'quality control' in respect of all letters and documents for parent/carers or other stakeholder consumption, proofreading and authorising correspondence on behalf of the Headteacher and Leadership team.
7. Keep internal/external diary appointments and be responsible for managing and emailing weekly school bulletin to all staff.
8. Update and maintain the school's term diary by liaising with the headteacher and GB and take administrative tasks as required by the Headteacher and Leadership team (wide variety).

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9. Responsible for and co-ordinating hospitality within the school.
10. Organise briefings, workshops and other events for parents under the direction of the Headteacher and Leadership team.
11. Calendar management
  - a. To maintain the school calendar and arrange appointments as appropriate, including coordinating meetings with a large number of participants and ensuring reservations, hospitality, and rooming needs are taken care of.
  - b. Liaise with the Headteacher and Leadership team daily regarding events and follow up on resultant actions.
  - c. To keep the Headteacher and Leadership team informed about the calendar commitments and deadlines for completing work.

### **Pupil Data Administrator**

12. Responsible for managing pupils' records on SIMS, Ensuring any change of information is imputed as a priority
13. Responsible for managing and inputting pupil data - including attendance, assessment information and all other aspects of pupils' data.
14. Request and collate information from schools, parents/carers and other agencies to compile student assessments.
15. To complete all pupil returns and send them electronically to the Department for Education and the Local Authority as required, including statutory returns such as Pupil Census and Key Stage Assessment Data
16. Liaise with other professionals (e.g., social worker, educational psychologist, SEN department in Ealing and other boroughs) on behalf of the head
17. Attending and minute another professional meeting in the school, such as annual review meetings, multi-professional meetings, etc.
18. To assist the leadership team in the administration of pupils' Annual Reviews:
19. Send out invitations, remind parents to attend, and reschedule cancelled reviews.
20. Collate, type and distribute the Annual Review reports, ensuring contributions from all relevant professionals are included.
21. Attend and minute all Annual Review meetings, prioritising minutes from the Review. Forward all relevant paperwork to appropriate bodies.
22. Other Duties at the appropriate level with regard to grading as required by the Headteacher and leadership team.
23. Responsible for promoting the school positively and keeping the school prospectus current.
24. Design, create, develop and maintain various documents, information leaflets, packs and letters.
25. Managing and developing policies

### **General Responsibilities and Support Services**

#### **ICT**

26. Develop and manage databases using SIMS and other computerised systems as appropriate.

#### **Other Responsibilities**

27. Build a close working relationship with the Headteacher and Leadership team.

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28. Comply with and assist in the development of policies and procedures relating to child protection, security, confidentiality, and data protection, reporting all concerns to an appropriate person.
29. Adhere to school policy on equality and diversity.
30. Respond politely, warmly and efficiently to callers in person and on the phone.
31. Contribute to the development and implementation of the overall ethos/work/aims of the school.
32. Develop constructive relationships and communicate with other agencies/professionals.
33. Participate in training opportunities and professional development as required.
34. Undertake similar duties commensurate with the level of the post as required by the Headteacher.

June 2024

