

Job Description

Post Title: PA to the Headteacher (Maternity Cover)

Salary: Competitive

Hours of Work: 37 hours per week – 8.00am-4.00pm (with some Senior Leadership Meetings outside of these hours) Term time + 5 weeks

Reports to: Headteacher

Main duties and Responsibilities:

Personal Assistant to the Headteacher including dealing with highly confidential and sensitive issues regarding staff, students and external agencies.

Provide support to the Headteacher (and Senior Leadership Team as directed by the Headteacher), and in accordance with the policies and procedures of the Academy to support the Academy's aims, priorities, targets and action plans.

Ensure statutory records and documentation are kept up to date through efficient use of systems and filing. Collating reports and responding to internal and external deadlines as required.

Attend and minute meetings. Some regular, planned meetings occur before and after school hours so a flexible nature to accommodate these out of hours meetings is required as well as during Ofsted Inspections. TOIL or payment for additional hours to be discussed in advance with the Headteacher.

To provide excellent customer service and communication at all times to staff, students, parents / carers and external agencies and respond to enquiries in a timely and effective manner.

Build effective professional relationships internally and externally to the Academy in particular with the Headteacher, SLT, HR, administration, reception, site, IT and catering teams and Bohunt HR, Finance and PA teams which whom close collaboration is required.

To be responsible for and taking ownership of day to day activities, general administration and data entry on SIMS, including filing, compilation of correspondence and post.

To carry out such particular duties as the Headteacher may reasonably direct from time to time.

Administration Duties:

- Managing the Headteacher's diary and travel / accommodation arrangements by booking / rescheduling appointments as required.
- Screening enquiries and requests via telephone, email, post as appropriate, escalating urgent communications to / for the Headteacher / relevant staff as appropriate
- Produce daily staff briefing bulletin
- Organise and attend meetings as needed and ensure the Headteacher is well-prepared for all meetings, taking minutes as appropriate
- Meet and greet visitors and prepare refreshments as required
- Collate Senior Leadership Team Operational and Strategic meeting agendas and attend and minute these meetings and present oral/written reports as required (regular reports for monitoring include core training, staff absence and probations and performance management)
- Assemble the weekly Senior Leadership Team Bulletin and Staff Bulletin for distribution

- Assist with the collation of the Academy calendar on annual basis
- Proof reading correspondence and using mail merge as required
- Send Group call messages as required to parent/carers
- Ensure that complex forms and returns for the Academy and outside agencies are completed and submitted as required
- Completing and logging PEX Referrals for students as authorised by the Headteacher
- Logging of exclusion records on SIMS and spreadsheet and producing letter to parents / carers
- Collate permanent exclusion paperwork and inform the relevant bodies (Norfolk County Council)
- Regular archiving / destruction of files / documents to ensure compliance with the General Data Protection Regulation and data retention schedule
- Assist with the administration / organisation of staff wellbeing activities e.g 'Golden Tickets,' 'Friday Cake,' etc
- Coordinating and maintaining duty and lunch rotas
- Creating and coordinating programmes for visitors as requested by the Headteacher e.g Governor visits, DFE visits
- Work in an organised manner ensuring filing is complete, operate a clear desk policy at all times.

Finance:

- Participate in the annual external audits by providing the requested documentation in a timely manner

Governance:

- Liaise with the Clerk to the Governors to assist with the set-up, scheduling and printing for Governor meetings and extra-ordinary meetings Governors are required at such as Permanent Exclusion or Disciplinary Panel meetings
- Keep an electronic and hard copy record of signed Governance minutes and meeting documentation, annual declaration of interests etc
- Maintain governance information on Companies House, 'Get Information About Schools' and the Academy website within the specified timeframes.

Policies:

- Maintain the policy review schedule and amend / draft new policies as required for review by the Headteacher and Governors.
- Ensure statutory policies are available on the website.

General & personal responsibilities

To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:

- Equal Opportunities
- Health, Safety & Welfare
- Child Protection / Safeguarding
- Data Protection
- Risk Management
- To attend training and meetings as necessary and cascade any relevant information to relevant staff and stakeholders as appropriate.

- Be an excellent role model for all members of staff and for students in all aspects of academy life. To be an exemplar of all academy policies and practices to include risk assessments as appropriate. To actively promote the aims of the Academy.
- Support, promote and comply with decisions and policies agreed by SLT and the governing body.

To undertake any other similar duties of this level as required by the Headteacher / SLT.

Safeguarding Children

In accordance with the Academy's commitment to follow and adhere to the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" (January 2007) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Academy. You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People (January 2009). You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times.

Confidentiality

During the course of your employment you will see, hear or have access to, information on matters of a confidential nature relating to the work of the City Academy Norwich or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

General Data Protection Regulation (GDPR)

The post holder will hold and process any personal data including sensitive (special category) personal data relating to students and parents / carers in accordance with our legal obligations, for the purposes of safeguarding and child protection and in the manner set out in the Privacy Notice for parents and students and in accordance with our Data Protection Policy which can be accessed via the PA to the Headteacher at your request.

Freedom of Information

The post holder must be aware that any information held by the Academy in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Academy's policies and procedures.

Physical Demands

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

City Academy Norwich is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**CITY ACADEMY NORWICH
PERSON SPECIFICATION: PA TO THE HEADTEACHER
(MATERNITY COVER)**

Criteria		
Qualifications / Education / Training	Essential / Desirable	How Assessed? Application (A) Interview (I) Task (T)
Qualified to at least level 3 (A level equivalent) including Maths and English GCSE (Grades A-C) or equivalent	E	A/I
Experience	Essential / Desirable	How Assessed? Application (A) Interview (I) Task (T)
A minimum of two years experience working in an office environment at a senior level	E	A,I
Experience of working in a school environment would be highly advantageous	D	A,I
Skills, Knowledge and Level of Competency	Essential / Desirable	How Assessed? Application (A) Interview (I) Task (T)
Knowledge of school systems such as SIMS or equivalent or the willingness to learn / undertake training on key databases / systems	D	A,I
Focused on the provision of excellent services to all customers (this will include staff, students, parents / carers and visitors to the Academy)	E	A,I
Excellent knowledge and use of Microsoft Word, Outlook, Excel, Powerpoint	E	A/T
Excellent organisational and time keeping skills	E	A/T
Outstanding communication skills and pleasant telephone manner	E	A/I
Ability to deal with sensitive issues with tact, discretion and diplomacy and able to respect the confidentiality of information.	E	A/I/T
Ability to relate well to students and supporting them to fulfil their potential	E	A/I
Highly organised and efficient, enabling excellent prioritisation of work	E	A/I/T
Ability to prioritise and experience of deciding the relative urgency of tasks	E	A/I/T

Flexibility and adaptability	E	A/I/T
Ability to devise excellent filing systems and provide an efficient and responsive administrative service	E	A/I
Evidence of identifying creative, imaginative and entrepreneurial areas for improving office/administration efficiency and making appropriate recommendations	E	A/I
Proactive, instinctively resourceful, forward thinking, solutions provider, focused on outcomes and able to work predominantly on own initiative as well as part of a team	E	A,I, T
Commitment to and promotion of safeguarding the welfare of children, young people and vulnerable adults and an understanding of the safeguarding practices applicable to working within a School environment	E	A,I
Personal Qualities	Essential / Desirable	How Assessed? Application (A) Interview (I) Task (T)
A sense of humour	E	A/I
Have expert attention to detail to ensure the accuracy of data and work in an organised and structured way	E	A,I/T
Ability to work in a time pressured environment and to meet agreed deadlines, sometimes at short notice	E	A,I/T
Persistent and resilient approach to work	E	A/I
Enjoys working collaboratively and seeking collaborative opportunities	E	A/I
Continuously improving and commitment to own personal and professional development	E	A/I
Other (e.g. constraints)	Essential / Desirable	How Assessed? Application (A) Interview (I) Task (T)
Able to attend regular meetings that occur before and after school hours	E	A, I

City Academy Norwich is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake a Disclosure check by the Disclosure and Barring Service at an Enhanced level.