

JOB DESCRIPTION

Department: Administration

Title: PA to the Principal/Personnel Administrator

Reporting to: Principal

Grade: NJC 18 – 23 (30 hours per week, term time plus 3 weeks)

Overall Purpose of the Job:

- To provide comprehensive clerical assistance to the Principal
- To provide personnel administration and support across all aspects of Human Resources

Main Duties and Responsibilities

Personal Assistant to the Principal:

- Provide clerical support to the Principal including diary management, typing up letters/reports and other general clerical duties
- Undertake correspondence on behalf of the Principal as directed, including telephone, email and written communication with parents and external agencies
- Minuting meetings including SLT, staff briefings and any other meetings as directed by the Principal, and maintaining accurate files/records of discussion points/actions
- Maintain a schedule of school policies, ensuring reviews are undertaken as required
- Liaise with Governors and Trust in relation to preparation for scheduled meetings, preparing and providing relevant documentation

Personnel

- Help to prepare all recruitment paperwork and manage recruitment and appointment processes
- Be able to undertake DBS checks and help maintain the Single Central Record
- Prepare contracts of employment and documentation confirming any contract changes
- Help maintain staff personal and contract data including annual data collection process (workforce census)
- Help to manage personnel files, ensuring compliance with data protection and retention of records requirements
- Help to prepare payroll amendment documentation for submission to the school's payroll provider, including contract variations
- Maintain accurate records of sickness and other absence, coordinating the return to work procedures according to the absence management policy

Data Protection

- Work with senior leadership and other relevant staff to maintain data protection related policies
- Liaise with our DPO provider as necessary

General

- Promote the vision and values of the school
- Maintain confidentiality and security of data held both manually and electronically
- Understand and exercise personal responsibility in accordance with the school's Health and Safety policy
- Understand and implement the school's safeguarding and equal opportunities policies in all dealings with the schools' stakeholders and community
- Carry out any other duties as directed by the Principal commensurate with the general level of responsibility of the post

Litherland High School is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

This job description sets out the main duties and responsibilities of the post and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holders' professional responsibilities and duties.

Probation Period Postholders who are new to the school will be subject to a probationary period of 6 months. The probationary period provides a structured framework to ensure employees are inducted into the school and understand the standards expected of them in terms of performance, attendance and behaviour.