

## Heathside School Walton Job Description

<b>Job Title</b>	<b>Headteachers PA and Admissions Manager</b>	<b>Grade</b>	<b>ELM7</b>
<b>Department</b>	<b>Administration</b>	<b>Hours</b>	<b>25 hours per week</b>
<b>Reports To</b>	<b>Headteacher</b>	<b>Weeks</b>	<b>39.4 Weeks</b>

### JOB PURPOSE

- To provide a comprehensive and fully confidential secretarial, administrative and personal support service to the Headteacher and act as first point of contact in all matters with the Headteacher.
- To manage the administration of admissions, including in-year admissions, and advise prospective parents on the correct procedures.

### MAIN DUTIES AND RESPONSIBILITIES

#### Headteachers PA role

- Act as first point of contact in all matters with the Headteacher, fielding all enquiries and post and directing to the appropriate member of the school team, e.g. HoS leadership, pastoral or SEND teams, ensuring an empathetic and efficient response to enquiries.
- Coordinate and arrange the Headteachers diary and wider school meeting schedule using Outlook, making appointments, organising meetings, whole school events, venues and hospitality, communicating information to attendees in advance and tracking acceptances liaising with HoS re clashes and reorganisation of meetings.
- Production of the termly Headteachers Report to the Local Advisory Board (LAB), liaising with relevant staff to collate information and relevant documentation, liaising with Trust Governance Professional to ensure documents are produced in a timely manner.
- Maintain electronic and paper-based files records and documentation in an organised and systematic manner ensuring compliance with data protection and retention requirements, archiving and securely destroying as appropriate.
- Attend, facilitate and minute for HoS and Leadership team meetings where appropriate, including on occasion meetings off-site, ensuring distribution and follow up as required.
- Acknowledge calls and written communications and provide draft responses on behalf of the HoS to internal and external correspondence where appropriate.
- Liaise with student and parents in person and by telephone, this includes dealing with sensitive, personal or confidential issues.
- Undertake research to support the HoS in producing reports and presentations obtaining input from specialist colleagues.
- Liaise with external organisations and advisors as required to obtain advise and support and coordinate HoS attendance at external meetings, where appropriate arranging travel and accommodation.
- Provide support with the organisation of presentation assemblies and events, providing administrative support, arranging speakers, awards, flowers, rooming and hospitality where required
- To monitor the school calendar ensuring that site and hospitality requirements for meetings and events functions are organised, liaising with site, finance and catering teams as required.
- Assist with student and parental surveys, providing analysis and summary of responses for further action.
- To work with the Hos to develop email and communications policies ensuring timely, cohesive and clear communications to parents and staff providing central coordination to 'all staff' and distribution list emails.
- To assist in the development and implementation of new administrative procedures and systems.
- Overseeing school support staff absence requests.

### Admissions Manager role

- To act as first point of contact for prospective parents and on the correct procedures required to enable them to make an admissions application.
- To discuss with prospective parents, either in person or via telephone any other matters relating to admissions/appeals procedures and to undertake tours of the school.
- To complete the administration of the admissions procedure, using admissions and MIS software, attend relevant admissions meetings and open evenings to advise on procedures and related issues.
- Support the Headteacher with the organisation of school open evenings.
- Keep the HoS advised at all times of admissions and other relevant information.
- Coordinate and provide Administrative support for the admission appeals procedure.
- Liaise with external bodies to ensure they are fully aware at all times of our position in relation to the offering/declining of places.
- Attend training to maintain up to date knowledge of Admissions Code and admissions software processes.
- Provide administrative support for student enrolment, communicating with parents on transitions arrangement, obtaining relevant student information and consent, acting as first point of contact for new parental enquiries until students are admitted to the school
- Support the arrangements for student induction and prospective parent information evenings.

### Other Duties:

- Attend school events as required and assist with the planning of whole school events by ensuring all resourcing requirements are in place i.e. staffing, rooming etc. This includes supporting in the preparation for public exams.
- Undertake role assigned in the event of an emergency as detailed in emergency plans and evacuation procedures.
- Undertake first aid training and responsibilities as required.
- Maintain confidentiality and security of personal data at all times ensuring compliance with the Data Protection Act.
- Take responsibility for your own well-being.
- Participate in appraisal and the achievement of objectives set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate.
- Carry out all duties and/or times of work as required and not in accordance with the grade and general level of responsibility within the school.

### Generic Duties relevant to all members of staff

- All staff are expected to be committed to support the trust ethos in everything they do and avoid any action that may detrimental to the interests of the Trust.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- As a member of the Trust your role will be based at Heathside School. However, you may be asked to work at other academies within the Trust or partner schools.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems. This includes following the procedures as laid out in the Trust's Acceptable Use Policy.
- Employees are required to work in compliance with the Trust's Health & Safety Policies and the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust. This means attending training and observing relevant procedures documented in policies, recognised guidance and Risk Assessments.
- ElmWey Learning Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

This job description and personal specification is current at the date issued, but may be updated in consultation with you to meet changes to regulations or circumstances. These would be commensurate with the grade and the title of the post. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

**"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"**

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>
<p><b>Experience</b></p> <p>Experience in administration or management of operations or staff</p> <p>Experience of working in an educational environment</p> <p>Working with people at all levels both internally and externally, committing support to the Senior Leadership Team</p> <p>Experience in formulating &amp; implementing policies procedures and creating new systems and processes to develop efficiency</p>	E  E  E	D	App/Int App/Int App/Int App/Int
<p><b>Skills, knowledge and abilities</b></p> <p>Willingness to maintain up to date knowledge of a range of school policies and procedures</p> <p>Ability to manage safely classroom activities and student learning in accordance with behaviour policy and staff Code of Conduct</p> <p>Excellent ICT skills including Word, Outlook and Excel</p> <p>Effective written and oral communication and presentation skills</p> <p>Effective time management and organisational skills</p> <p>Ability to follow instructions and give advice</p> <p>Meticulous attention to detail &amp; maintain high level of accuracy</p> <p>Ability to work on own initiative and under pressure to tight deadlines</p> <p>Ability to analyse, present and interpret data</p> <p>Ability to learn new skills and processes quickly</p> <p>Understand and be able to use a range of strategies to deal with classroom behaviour as a whole and individual students' needs</p>	E  E  E  E  E  E  E  E		App/Int  App/Int/Ref  App/Int App/Int App/Int App/Int App/Int App/Int App/Int App/Int
<p><b>Qualifications and Training</b></p> <p>Good standard of education</p> <p>Further or higher education qualifications relevant to post</p>	E	D	App App
<p><b>Personal attributes</b></p> <p>Good interpersonal, presentation and communication skills, able to relate well and build good relationships with young people</p> <p>Responsible, calm, confident, professional and able to deal effectively with staff at all levels, providing challenge when appropriate</p> <p>Flexible, efficient, solution focussed and highly organised</p> <p>Sensitivity, diplomacy, integrity and awareness of confidentiality</p> <p>Resilient and self-motivated with a commitment to continued improvement and personal development</p> <p>Ability to work without supervision and a team player, able to motivate a team, delegate duties whilst promoting equality of opportunity, participation and diversity.</p>	E  E  E  E  E		Int/Ref  App/Int  App/Int Int/Ref Int  App/Int/Ref

**App** = Application      **Int** = Interview/Test      **Ref** = Reference

<b>Employee Name</b>		<b>Line Manager Name</b>	
<b>Employee Signature</b>		<b>Line Manager Signature</b>	
<b>Date</b>		<b>Date</b>	