

JOB DESCRIPTION

Job title:	Personal Assistant to Senior Leadership Team (PA to SLT)/ Administration Support
Post number:	1
Grade:	Grade 5 at Scp. 11-15
Contract	Term-time only plus INSET days
Hours:	36 hours per week
Responsible to:	Business Manager/Headteacher
Responsible for:	---
Job purpose:	<ul style="list-style-type: none"> To work proactively to provide personal, administrative and organisational support to members of the senior leadership team (SLT). Manage and oversee the administration across the collegiate.
Key internal contacts:	<ul style="list-style-type: none"> Headteacher Head of School Business Manager HR Manager
Key external contacts:	<ul style="list-style-type: none"> Parents / Carers Multi-Agency workers
Special consideration:	<ul style="list-style-type: none"> Hold a clear Enhanced DBS check Required to hold a current driving licence with own transport To be a qualified first aider and fire warden

Specific duties

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Administrative service to SLT

- Attending and producing minutes for internal meetings chaired by members of the SLT, e.g. SLT meetings. Attending and producing minutes for meetings with external agencies convened by the SLT.
- Responding to correspondence, including emails, as required.
- Maintaining a diary for the Headteacher.
- Managing manual and computerised record/information systems, e.g. the recording of pupil attendance.
- Under the direction of senior administrative staff, analysing and evaluating data/information and producing reports/information/meeting agendas/data as required.
- Liaise with Senior Leadership Team to contact parents/carers to arrange admission interviews.

Organisational support

- Dealing with reception/visitor etc. matters.
- Contributing to the planning, development and organisation of support service systems/procedures/policies.
- Providing administrative support in relation to school activities, e.g. educational visits, events etc.
- Providing accurate, key information, as requested by senior administrative staff, in a timely manner.
- Communicate effectively with a wide variety of people including young people, parents/carers, colleagues, headteachers, outside agencies and members of the public, and act on own initiative to deal with day-to-day enquiries in person, by telephone or in writing.
- Compose general letters and use appropriate word processing packages, email, SIMS/ARBOR, CPOMS and the internet to support the administration of the School.
- Use the School communication system to send and respond to texts from parents and carers.
- Maintain accurate spreadsheet records of all referrals.
- Provide cover for the Administrative Team.

Resources

This will involve:

- Assisting with procurement
- Assisting with marketing and the promotion of Saffron Valley Collegiate.
- Under the direction of senior administrative staff, undertaking financial administration procedures.
- Managing expenditure within an agreed budget.

Contributing to service development and improvement

Data Protection

- Being aware of SVC's responsibilities under the Data Protection Act 1998 (DPA 2018) for the security, accuracy and relevance of personal data held on such systems and to ensure that all administrative and financial processes comply with this.
- Maintaining records and archive systems, in accordance with departmental procedure, policy and statutory requirements

Confidentiality:

- Treating all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of SVC's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary

investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities:

- Saffron Valley Collegiate has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Health and Safety

- Being responsible for their own Health & Safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Additional duties

- Promote the Trust's core themes of working with vulnerable young people and helping them to flourish.
- Promote the safeguarding and welfare of children and young people.
- Comply with the Trust's policies and procedures (e.g. equal opportunities and health and safety). Ensure high standards of behaviour and dress are maintained
- You may be required to undertake your duties in any one of SVC four provisions.

You may be required to carry out additional duties, as the Headteacher/Head of School may reasonably request, which are commensurate with the post.

Review:

This job description will be reviewed regularly and may be subject to amendment and modification, following consultation with the post-holder. It is not a comprehensive statement of procedures and tasks; however, it sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

I confirm that I understand and agree the duties of this job description.

Signature:

Print name:

Date:

Manager's signature:

Print name:

Date:

**PERSONAL SPECIFICATION
PA to SLT/ Administration support**

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below:

		Essential	Desirable
Qualifications and Experience	Level 3/A-levels or equivalent qualification or experience in relevant discipline.	✓	
	Level 2 equivalent qualifications in English and mathematics (or working towards, within an agreed timeframe).	✓	
	Several years of experience working in office environment.	✓	
	Experience of using school management information systems such as SIMS or ARBOR.		✓
Skill and Abilities	Excellent communication and interpersonal skills, and the ability to engage with a range of stakeholders.	✓	
	Ability to work cooperatively and effectively as part of a team, sometimes without direct supervision.	✓	
	Evidence of the ability to take accurate notes/minutes of meetings with excellent attention to detail	✓	
	Approachable, courteous and able to present a positive image of the School to callers and visitors and be helpful to staff and students.	✓	
	Ability to prioritise tasks and respond to changing demands as required.	✓	
	Ability to follow set procedures, operate systems efficiently and compose and produce routine correspondence accurately and confidentially.	✓	
	Excellent literacy, numeracy and ICT skills to support effective administration.	✓	
	Proven ability to work to deadlines.	✓	
Knowledge	Accurate IT skills with a good working knowledge of Word, Outlook, Excel and PowerPoint.	✓	

	Knowledge of the factors which put children and young people at risk of crime, poor attendance at school and social exclusion.		✓
	A good understanding of the promotion of equality, diversity and inclusion in an education environment.		✓
Special Conditions	Undertake an Enhanced DBS check.	✓	
	To hold a current driving licence with own transport.		✓