



The St Marylebone Church of England School

Job Description

Post: PA to the Headteacher and Senior Leadership Team (SLT), including data systems and communications

Department: Admin

Line Manager: Headteacher

Liaising with: SLT, IT Managed Service Lead, Governance Professional, Admin Team

Conditions of Employment

You are employed in the capacity of PA to the Headteacher and SLT subject to, and with the benefits of, the Conditions of Employment set out in your Contract of Employment. You are required to understand and be supportive of the Church of England ethos of the School, adhere to the School's Staff Behaviour Policy (Code of Conduct) and be responsible for promoting and safeguarding the welfare of children and young persons whom you are responsible for or come into contact with.

Main Duties and Responsibilities

The overall responsibility of the post-holder is to support the Headteacher and SLT in their leadership of the School and its operations, including the administrative, data systems and communications this involves.

Administration, correspondence, events

- To co-ordinate the diary of the Headteacher and members of the SLT
- To schedule and prioritise meetings for the Headteacher, ensuring that the Headteacher is appropriately briefed
- To complete secretarial and administrative duties for the Headteacher and SLT
- To respond to phone and email enquiries for the Headteacher as appropriate
- To provide high street reception desk cover every Monday morning from 8am to 9am in term time
- To prepare and compile formal correspondence, reports, emails, letters, mail-merges, spreadsheets and presentations, using the full range of Google for Education programmes
- To oversee behaviour records, including monitoring and analysis of sanctions, and sending behaviour letters as appropriate
- To prepare, circulate the agenda and take minutes for weekly SLT meetings and other meetings held by the Headteacher or members of SLT as appropriate
- To ensure papers and reports are effectively filed and records are kept up-to-date
- To arrange meetings, prepare agendas and take minutes for meetings as directed by the Headteacher, including meetings with staff, Governors, parents / carers.
- To ensure arrangements for meetings are in place, including rooming, refreshments or catering as appropriate
- To attend or support meetings as required; this includes meetings outside of school hours

- To complete actions, or prompt others to complete actions, resulting from meetings as appropriate in a timely way

Data systems and communications

- To collate, edit and publish the weekly St Marylebone Bulletin
- To oversee and maintain use of ParentPay and its interface with other data systems including the cashless catering system FasTrak
- To troubleshoot data / communications issues arising in systems such as Satchel, MyEd and CPOMS
- To ensure school communications reach the appropriate people, using email, MyEd, the school website, the weekly Bulletin
- To create and maintain email / postal distribution lists, using the School's information systems
- To proofread letters, papers and reports prepared by staff for external circulation or Governors' meetings
- To support the Admissions Officer with on-boarding Year 7 students in early September, including setting up online profiles and accounts, issuing ID cards
- To support the 6th Form Manager with enrolment at the end of August / early September
- To support on-boarding of new students and staff in terms of the data systems and profiles required for each individual
- Troubleshoot and resolve student lunch card errors and replacement requests.

Relationships and community

- To maintain a high degree of confidentiality with regard to issues concerning members of staff, pupils, parents and other outside agencies
- To respond positively with tact, sensitivity and awareness to pupils, parents, members of staff and outside agencies when undertaking duties
- To develop positive, collaborative working relationships with and between staff, providing them with appropriate support and guidance in line with the School's objectives and upholding its ethos
- To maintain own workload, prioritising and communicating effectively, taking initiative, with minimal supervision from the Headteacher
- To review own practice, set professional goals and take responsibility for own development
- To enable own development of knowledge and skills required to improve own professional development and practice

Contribution to the wider work of the School

- To organise and manage school events as directed by the Headteacher, including sending out invitations, briefing premises, admin and catering staff, arranging presentations, displays and literature and ensuring the smooth running of the event
- To work with the Governance Professional in ensuring papers or policies for Governor meetings are prepared to a high standard in time for their meetings
- To work with the HR Manager as appropriate to ensure high standards of communication and attention to staff needs, including requests for leave, medical or personal concerns and preparation of required documentation or arrangements for formal processes such as disciplinary or grievance matters
- To work with other members of the Support Staff team to ensure the smooth running of the School, including teams in Reception, Finance, Administration and Premises. As a pro-active contributor to the Support Staff team:

- provide reception cover when required
- cover and deputise for colleagues
- provide assistance to colleagues at peak times
- provide general administrative assistance when necessary
- respond to all queries as appropriate, offering a high standard of communication, attentiveness and good stakeholder service
- attend training and staff meetings or briefings as required
- To undertake other tasks that may be reasonably requested by the Headteacher and SLT
- To demonstrate high professional standards, including appropriate conduct, dress, positive work ethic and commitment
- To support and uphold the aims, objectives and ethos of the School

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least annually and may be subject to modification or amendment at any time, in consultation with the post-holder.

Person specification:

Essential

- experience of working as a PA or similar administrative role
- experience in administration, data systems, communications
- a high degree of professional and personal motivation and self-drive
- confident and accurate literacy and numeracy skills
- demonstrably excellent written and spoken communication skills, adaptable to a range of stakeholders of many different backgrounds
- the ability to manage multiple priorities and meet deadlines
- the ability to remain calm and self-assured at all times
- adaptability required in a fast-moving environment
- strong ICT skills for professional and administrative purposes, including familiarity with Google programmes such as Google Docs, Sheets, Forms and Slides
- strong data and communications systems skills, knowledge of or the ability to learn systems such as ParentPay, SIMS, MyEd, Satchel, FasTrak
- a kind, supportive, active approach to teamwork
- tact and the ability to deal with sensitive and confidential information and difficult situations
- emotional intelligence and the ability to anticipate the way stakeholders might feel or react
- commitment to safeguarding, safer recruitment and the duties associated with child protection.
- commitment to equal opportunities and diversity in the School community
- commitment to serving the School community and its stakeholders
- commitment to the ethos of the School

Desirable

- experience of working in a school or education settings
- experience in finance, data, communications
- working knowledge and experience of Google for Education programmes (eg Google Docs, Sheets, Forms, Slides), ParentPay, SIMS, MyEd, Satchel
- knowledge of the statutory duties of a school, its leadership team and governance
- experience of event management / project management