

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>POST:</b>	School Secretary & PA to the Headteacher
<b>LOCATION:</b>	Spring Common Academy - Huntingdon
<b>RESPONSIBLE TO:</b>	Headteacher
<b>SALARY:</b>	Scale 6 (point 18 to 22)
<b>HOURS &amp; WEEKS:</b>	37 hours, 52 weeks

**Focus of the Post:**

The postholder is responsible for ensuring the smooth, efficient and professional operation of the school office, supporting the Headteacher and Leadership Team, and maintaining high standards of administrative practice. The role focuses on creating a supportive and welcoming environment for pupils, staff, families, and visitors while ensuring the school's administrative, personnel and compliance functions run effectively.

**The main purpose of the role:**

- To manage day-to-day administration across the school, ensuring consistent and high-quality office and secretarial practice.
- To provide comprehensive PA support to the Headteacher, including correspondence, scheduling, minute-taking, and follow-up actions.
- To co-ordinate and support HR administration, including recruitment processes, staff records, sickness/absence returns, induction, and safer recruitment compliance.
- To ensure effective data management including MIS administration, data accuracy, retrieval of reports, and statutory returns.
- To maintain positive relationships with families, staff, trustees, professionals and visitors, ensuring the school office reflects the ethos of a friendly and supportive special school.
- To uphold GDPR, confidentiality and information governance across all administrative processes.

**Accountabilities:**

1. Office & Administrative Management

- Manage day-to-day school office operations and allocate/administer tasks within the admin team.
- Maintain high standards of hospitality, reception, and visitor management.
- Ensure efficient handling of enquiries, meeting/greeting, and maintaining the visitors' book.
- Produce correspondence, templates, and routine reports; complete required returns (e.g., DfE).
- Organise and minute meetings for the Headteacher and Leadership Team.

- Ensure confidentiality and secure handling of pupil, staff, and school information.

## 2. Data Management & Compliance

- Ensure MIS data is accurate and up to date (admissions, pupil information, SEN data, medical, CTF, census).
- Retrieve and produce management reports for the Headteacher and Leadership Team.
- Ensure compliance with GDPR and data protection legislation within the school office.
- Oversee data-sharing practices and maintain secure data processing controls.

## 3. HR & Personnel Administration

- Prepare recruitment materials, advertise vacancies, manage shortlisting and interview arrangements.
- Manage pre-employment checks, references, DBS applications, SCR compliance, Section 128 checks.
- Maintain staff records, training records, and absence/sickness logging.
- Prepare meeting bundles and minute where needed.
- Support induction processes and provide guidance on HR policies and procedures.
- Liaise with payroll, Occupational Health, and external HR agencies.
- Contribute to operational HR service improvements.

## 4. SEN/School Support Responsibilities

- Support the organisation and administration of EHCP meetings and associated paperwork.
- Work with Assistant Heads to ensure SEN Code of Practice compliance.
- Provide administrative support to contribute to the school's aims and priorities.

## 5. Relationships & Communication

- Maintain positive, professional relationships with staff, families, Trustees and external professionals.
- Provide a supportive and welcoming first point of contact for the school.
- Represent the ethos, values and community spirit of Riverside Meadows Academy.

## 6. Line Management Responsibilities

- Co-ordinate the allocation of admin workload and ensure team priorities are met.
- Maintain quality standards in customer care and public relations.
- Demonstrate leadership, reliability, and resilience in a busy school environment.

### **Safeguarding our pupils:**

All staff work as part of a team. They are required to support the values and ethos of the academy and trust and school priorities as defined in the School Development Plan and priorities. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of Disclosure and Barring Service check (DBS) to be undertaken. Therefore, it is essential in making your application that you disclose any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice. The DBS check will reveal both spent and unspent convictions, cautions and

bind-overs as well as pending prosecutions, which aren't 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) and check to establish that a person is not barred from 'regulated' activity as defined by the Safeguarding Vulnerable Groups Act 2006.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

The fact that a pending prosecution, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

In the event of employment being taken up, any failure to disclose relevant convictions will result in dismissal or disciplinary action by the academy.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

The trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

**Person Specification:**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	GCSE English & Maths (Grade C or above). Additional qualifications in computer and digital communications.	Further administrative or HR qualifications.
<b>Experience</b>	At least 3 years' experience in a busy office environment. Experience of managing administrative workflows and supporting others.	Experience in a school environment or SEND/SEMH setting.
<b>Administrative Skills</b>	Strong typing, clerical, and document production skills. Ability to create letters/templates. Ability to plan workflows and meet deadlines.	Experience taking minutes at high-level meetings.
<b>IT/MIS Skills</b>	Ability to use SIMS or willingness to learn. Strong general ICT and digital communication skills.	Experience with SIMS specifically or other MIS platforms.
<b>Customer Care</b>	Able to work calmly with others and create a supportive working environment.	Experience dealing with challenging behaviours or complex family needs.
<b>GDPR &amp; Data Management</b>	Ability to maintain GDPR compliance and manage data securely.	Previous experience acting as a data handler or GDPR lead.
<b>SEN Knowledge</b>	Understanding of, or willingness to train in, the SEN Code of Practice.	Prior involvement in EHCP processes.
<b>Personal Qualities</b>	Reliability, resilience, confidentiality, teamwork, empathy. Able to maintain school values.	Leadership or supervisory experience.
<b>HR/Personnel Skills</b>	Understanding of HR procedures, staff record-keeping, and safer recruitment compliance.	Experience using HR platforms or completing DBS/SCR work.

**Application form and letter of application must be submitted on MyNewTerm**