

Job Description

Job title	PA to Senior Leadership Team	Grade	LBR 6 Pt 18-20
School	Oaks Park High School		
Reports to	PA to Headteacher		
Responsible for	N/A		
Hours	36 hours per week - term-time plus two weeks		
Purpose of job			
To provide full secretarial and personal administrative support to the Senior Leadership Team (SLT) and Headteacher's PA as required. To assist the Data Protection Lead with data protection matters as deemed appropriate. To support the Lead Receptionist in managing Reception where needed.			
Main duties and responsibilities			
- To provide administrative and secretarial support for the Headteacher and SLT in an efficient and effective manner, maintaining confidentiality at all times. - To provide administrative support through HR processes, this includes posting new job advertisements, inviting applicants to interview, creating interview packs and supporting on interview days. - To provide administrative support for the performance management system. This involves ensuring an accurate list of staff names are on the National College and ensure staff are aware of deadlines and how to access their National College accounts. - Support the Headteacher's PA in the planning and delivery of on-site events, this includes preparation of paperwork, slides, catering orders and on-day event support. - To prepare, review and send letters for SLT. - To update the weekly school staff bulletin, inserting notices as required including briefing notices to distribute to all staff. - To research and collate information for the Headteacher and SLT as requested. - To support the Lead Receptionist in welcoming visitors, answering phone calls, cascading queries, directing contractors and carrying out other Reception duties. - To be responsible for ordering and managing the resources for the leadership team and governing body. - To manage the refreshment and hospitality requirements of the Headteacher, guests and visitors. - To deputise for the Headteacher PA.			

- To support the admissions process for students joining throughout the school year, arranging admission meetings between parents/carers and the school.
- To support the Headteacher and SLT in reviewing existing information and filing systems both manual and computerised, ensuring that such systems are updated and maintained as appropriate and to be able to develop the use of Google Suite and other software to make full use of its potential.
- To support the Data Protection Lead with investigations related to data breaches, support and assist with organising staff training needs related to data protection and undertake tasks as deemed appropriate by the Data Protection Lead.
- To effectively organise meetings including; preparing agendas, distribution of relevant papers, minute taking and highlighting actions.
- To liaise with senior members of staff in order to coordinate responses to whole school requirements.
- To oversee and support the use of the schools Management Information System as an effective and home school communication tool..
- To ensure that School Policies and Governor pages on the school website are kept up to date and LBR policy updates are converted and put forward for adoption at the next available Governing Body meeting..

Other Duties

- To uphold and further the school's equal opportunities policy and to carry out duties effectively and without discrimination.
- Any duties on behalf of Oaks Park High School within the London Borough of Redbridge.
- Any other reasonable duties within the scope of this function and grading as directed by the Headteacher..
- To act at all times in accordance with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person and to provide a professional role model for pupils, parents and other staff.
- Attend and participate in relevant meetings, training and other learning activities and performance development as required.
- To be flexible to the needs of the Headteacher as and when needed.

Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment

*Please Note: You may be required to minute or provide support for some occasional evening meetings/events.

For this work you will be paid additional hours or given time off in lieu. These duties are usually shared amongst administrative staff to give the greatest flexibility.

All schools in Redbridge are committed to safeguarding and promoting the welfare of children and young people.

Therefore, all employees working at this school are expected to share this commitment.

Redbridge is an equal opportunity employer.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade and job title.

The postholder will be expected to work flexibly and carry out duties in compliance with the school and London Borough of Redbridge policies.

I acknowledge that I have seen, understood and received a copy of the job description.

Signed: _____ PA to the Senior Leadership Team

Print name: _____

Date: _____

