

# Newlands Girls' School



## JOB ACCOUNTABILITIES

Name:	
Salary Scale: Scale 3 Points 5-6	Job Title: Assistant to the Headteacher's PA
Hours per Week: 10am to 2pm (some flexibility available) 20 hours per week term time only plus 1 INSET Day in September	Salary: FTE: £27,502 to £27,938 Actual salary: £12,692 to £12,893

### **JOB PURPOSE**

The main responsibility of the post is to provide an efficient and effective administrative support.

### **SCOPE OF JOB (Budgetary/resource control, impact)**

Has contact with school visitors, teachers, parents, pupils, governors and LA staff.  
Operates in a busy environment and required to juggle conflicting priorities.  
Will have access to sensitive and confidential information, which must be dealt with discretely.  
Provide administrative and secretarial support.  
Cover for Reception – First Aid Training required, and provided.

### **POSITION WITHIN UNIT STRUCTURE**

Reports to the Headteacher's PA

### **KNOWLEDGE, SKILLS & EXPERIENCE**

Administrative qualification e.g. NVQ Level 3 or equivalent by experience.  
Competent IT Skills, proficient in Microsoft Office, and able to operate software at an intermediate/advanced level.  
Able to learn the use of Arbor, Evolve and CPOMS.  
Able to learn how to navigate and update our website.  
Must be self-motivated, flexible and able to adapt to ever-changing circumstances.  
Able to relate and clearly communicate with pupils, parents and colleagues in a calm and sympathetic manner.  
Must possess excellent communication skills.  
Be able to give attention to detail and have excellent organisational skills.  
Be willing to train in First Aid and develop their own skill set.  
Ability to work as part of a team.

### **JOB ACCOUNTABILITIES**

- Undertake a range of administrative tasks on a project basis, as and when necessary.
- School Trip letter administration.
- Assist Headteacher's PA with school events.
- Send all electronic bulk parent communications in Arbor.
- Assist Headteacher's PA in processing in-year admissions and maintaining our waiting lists.
- Update and maintain termly extra-curricular club lists which should be emailed to parents and updated on the school website.
- Manage and record the archiving of administrative documents, ensuring the disposal of archived documents when necessary.

- Manage the organisation of the weekly Hot Chocolate with the Headteacher ensuring that all photograph permissions are obtained in advance.
- Maintain the annual file of signed staff Safeguarding training slips and liaise with the DSL with all updates to file.
- Manage and update the register of student tech loan agreements, liaising with the IT technicians and Reception team where necessary.
- Manage the administration of all school tours, ensuring the SENDCo is included in communications with parents of prospective children with additional needs.
- Provide administrative support to the Headteacher's PA., as and when needed.
- Update and monitor school website to make sure that it is compliant. This includes regular updates of the Home Announcement Page and parental letters. Research other school websites to give recommendations to enhance our own.
- Ensure the Headteacher receives her lunch each day.
- In the absence of the Headteacher's PA, provide secretarial support to the Headteacher.
- In the absence of the Headteacher's PA., in the event of an emergency evacuation, undertake the registration of all teachers and support staff.
- Provide cover to the Reception team, as and when necessary.
- Take part in First Aid training in order to offer back up First Aid support to staff and pupils as required.
- Report any Safeguarding concerns in line with school policy.
- Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to Line Manager immediately.
- Manage the movement of safeguarding electronic paperwork for all in year leavers and starters using CPOMS.
- Complete one Staff Duty per week (20 minutes)

## Person Specification

Key Criteria	Essential	Desirable	How measured
Competence Summary (knowledge, skills, abilities and experience).	Qualifications: 5 good GCSEs including English and Mathematics at C or above (or equivalent).		Exam Certificates
		Experience of using Arbor modules, Word and Excel.	Professional references/ Interview tasks.
	Excellent planning and organisational skills.	Experience of working in a school.	Professional references. Interview tasks.
Other Requirements	High level of interpersonal skills.		Interview
	IT Skills.		Interview tasks.
	Experience of working in a school or education environment.		Interview/Professional references.
	Ability to work as part of a team.		Professional references.
			Professional references.

	<p>Experience of working in a pressurised environment with competing deadlines.</p> <p>Eligible to work in the UK.</p> <p>DBS Checked.</p>		<p>Passport/Birth Certificate/ Visa</p> <p>Online DBS completed in school after interview stage.</p>
<p>This post has been identified as customer facing in accordance with Part 7 of the Immigration Act 2016 and therefore the School's English language fluency standard applies</p>	<p>The ability to converse at ease with the public, answer questions and provide advice, including the use of specialist terminology relevant to the job role/profession and where necessary for an extended period of time.</p>		<p>The competent answering of interview questions in English.</p>

This list of duties is not intended to be exhaustive but simply highlights a number of major tasks of the post. The post holder may be required to undertake additional duties that might reasonably be expected of them and which form a part of the function of the post.

**Every job description will be subject to review on an annual basis, or**

- as a result of a change in strategic management, or
- as a result of a team/operational requirement, or
- as a result of agreed staff development needs and objectives.

Post holder's signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Line Manager's signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_