

MATRIX ACADEMY TRUST Headteachers PA

Arrangement:	37 hours per week Term Time Only + 3 weeks Working Hours: Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm (including a 30 minute lunch)
Salary:	Scale Group 8 Spine Point 29-32
Main Purpose:	To provide an efficient and professional PA service to the Headteacher and the Academy.
Main Activities:	<ul style="list-style-type: none"> • To provide a confidential and personal service to the Head Teacher. • To undertake full administration duties to the highest level of accuracy, speed and confidentiality. • Minute taking as needed. • Maintenance of the Headteachers filing systems in both electronic and hard copy and the provision of confidential documents and files as required to support the effective management of the academy. • To maintain the efficient running of the school office, acting as a personal assistant to the Head Teacher and administrative service to other staff. • To compile and co-ordinate appointments and meetings for the Headteacher's diary. • Check and reply to emails both own and post box for the Headteacher. • Respond to daily post and internal correspondence. • To sort and prioritise all enquiries, screening and direct phone calls to answer queries on behalf of the Headteacher. • Receiving of visitors on behalf of the Headteacher and arrange hospitality. • Assisting the Headteacher to prepare written responses to parental queries, complaints and pupil letters. • Preparation of paperwork e.g. for Trust board meetings. • Fire warden duties, co-ordinate with Headteacher and Deputy Headteacher and roll call Support Staff, update and maintain evacuation procedures and staff lists. • To assist in the admissions process through to enrolment, liaising effectively with all parties involved in admissions, and addressing enquiries • To assist in the process of secondary transition; creating CTF for Secondary Transfer. • Assist the Deputy Headteacher in carrying out the duties of the KS1 & KS2 assessment manager; inputting assessment results and creating returns for management information for KS1 & KS2 & Foundation Stage. • Import and Export data from S2S and Perspective website. • Daily meeting with Headteacher for signing, post and exchange of information. • To assist with the preparation and collation of paperwork and data for OFSTED inspections and other documents and reports prepared by the Headteacher and members of the SLT. • Collate and monitor applications for admissions, including new intake of pupils; provide prospective parents with information on the school; enter new intake onto the Pupil database, ensuring that the necessary procedures are complied with. Including obtaining midyear admission information from previous school. • Complete relevant forms for pupils leaving the school; update the Pupil Database; and send pupil's files and records to the relevant secondary schools to ensure that all procedures are complied with, including off rolling. • Monitor sickness levels of all staff; recording and reporting this to HR weekly and preparing return to work paperwork as and when required for interviews.

	<ul style="list-style-type: none"> • Monitoring sickness levels of children within the school and take appropriate action to ensure that the disruptive effects of sickness/absence are minimised. • To assist the function of attendance officer, liaising with the AO and preparing reports & spreadsheets for the headteacher. • Organise PM meetings with the Headteacher and line managers. • To liaise with Trust board, staff, external agencies, parents and other schools as required. • To arrange meetings for the Headteacher with members of staff. • Point of contact for organisations such as CCF, FAP, CACHE, WASH, SIP etc. • Prepare pupil letters either individual or mail merged and distribute. • Checking there is a high level of quality and accuracy in all the documents produced by the Admin support team. • To make the Headteacher aware of any urgent issues that may need immediate attention. • Helping to organise events and occasions at the academy liaising with the local press. • To organise arrangements for staff and SLT meeting agendas. • Support members of the Senior Leadership team with letters. • Liaising with Facilities Manager to ensure regulations are in place when required such as risk assessments, insurance, fire warden training, first aid training, mini bus drivers etc. • Filing, archiving and shredding of confidential information. • Assisting the HR Manager with interview and induction days.
Additional duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community and to support its distinctive mission and ethos. • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of, support and ensure equal opportunities for all. • Appreciate and support the role of other professionals. • Participate in training and performance development as required. • Any other duty as deemed appropriate to the post by the Headteacher.

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: Date:

Postholder Signature: Date:

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Person Specification – Headteachers PA

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
Qualifications		
Adequate level of literacy and numeracy (GCSE grade C or equivalent in English & Maths).	E	A/I/S
First aid trained	D	A
Experience and Knowledge		
Experience of working within a similar administration/Personal Assistant role	E	A
Computer and keyboard skills and to be able to operate relevant office equipment and IT packages (Microsoft Office)	E	I
Knowledge of Management Information Systems	D	A/I
Familiar with office equipment e.g. phone systems, copiers	E	A/I
Working within a school or fast paced environment	E	A/I
Knowledge of safeguarding processes and procedures within a school or similar environment	E	A/I
Practical Skills, Personal Qualities and Behavioural Attributes		
Excellent verbal and written communication skills with a variety of people both orally and in writing.	E	A/I/S
Good time-management and organisational skills	E	I
Able to organise, and prioritise tasks, working to deadlines	E	I/S
Ability to be a flexible worker due to the different demands of the role	E	I
Effective team worker showing willingness to learn and be part of a positive and collaborative team	E	I
An ability to provide high levels of customer care at all times	E	I
Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations, as well as make people feel positive and included.	E	I
Self-motivated and enthusiastic	E	A/I
An open, honest and active listener	E	I
Confident, positive and flexible attitude.	E	I/A/S
An ability to remain calm when under pressure & be able to assess and diffuse confrontational situations, listening actively and making people feel positive and included.	E	I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	I
Love of working in an environment that is centered on children.	E	I/A/S
Ability to maintain & handle highly confidential information	E	I
Willingness to learn and to deliver excellent service.	E	I/A/S

Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record checks with the Disclosure and Barring Service (DBS).