

Job Description

Post Title: **PA to Principal & Administrator**

Location: **St Giles Spencer Academy**

Salary/Pay Range: **NJC 6-10**

Hours of work: **Part Time, Term Time Only (30 hours)**

Reporting to: **Senior Operations Manager and Principal**

Overall Purpose of Post

To provide reception, clerical, administrative and HR administration support to the school.

Main Duties and Responsibilities

Working as part of this important team you will be required to carry out the following duties in line with the Business Team roles and responsibilities structure.

The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Reception

- To receive and welcome all visitors to the school in a friendly and professional manner.
- Process ID checks for all visitors in accordance with the Trust safeguarding procedures ensuring that everyone is signed in and out and wearing appropriate identification.
- To seek to ensure the safety and welfare of pupils by being aware of unexpected visitors and reporting to senior management team any concerns.
- To ensure that all queries, either in person or by telephone are dealt with efficiently and appropriately.
- To keep display material up to date in the office and reception area, including parent packs, standard forms etc, and replenish as necessary to ensure the smooth running of the office.

Administration

- Provide confidential and effective administrative support to the Principal and Senior Leadership Team, as appropriate, including maintaining diary arrangements, co-ordinating meetings and appointments, preparation of correspondence, reports and other documents.
- Provide excellent hospitality for visitors and guests to the Academy.
- To assist the Senior Operations Manager with the trust HR and payroll systems including starters, leavers, contractual changes, timesheets (including agency) or other payments according to payroll deadlines. Ensure that all data is accurate and up to date in preparation for payroll approval by Senior Operations Manager.
- Record staff attendance in line with Trust policies; notifying the Senior Operations Manager and Principal of any unpaid absence levels being reached.
- Co-ordinate interviews, process new starters and complete safer recruitment including DSB checks.

- Attend confidential staff and parent meetings to take notes, prepare documentation, and distribute minutes under the direction of the Principal.
- To assist in the planning and organisation of Academy events, including co-ordination of events, documentation and refreshments.
- Operate and maintain relevant equipment and ICT software packages e.g. Arbor, NAV, School Money, Every HR, Word, Excel, Email, Texting service.
- Operate reprographic equipment in order to provide an efficient service in accordance with school policy and arrange servicing when required
- To ensure that all administrative procedures are followed and to carry out administration duties as directed by the Principal, Senior Operations Manager, Senior Leadership Team and Wider Leadership Team.
- To complete the School Census and assist with the Workforce Census, in liaison with the Senior Operations Manager.
- To ensure process and compliance of out of school visits, events and extra-curricular activities.
- Issue Fair Processing Notice to all parents in September.
- Manage the administration of school milk, dinner monies, social money, uniform and other monies related to school matters and to ensure all due monies are collected, balanced and banked.
- Book and collate external CPD including managing the calendar.
- Allocate and upload CPD certification on the online system.
- Comply with Equal Opportunities Policy.
- Comply with the Health & Safety Policy and Legislation in the performance of the duties of the posting.
- To undertake photocopying as required.
- Liaising with the Trust to ensure the website is up to date and social media reflects current events within the school.
- To undertake any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

Pupil support

- Maintaining and updating pupil records as required and generate reports using Arbor regarding pupil information, consent and contact details.
- Maintaining and updating pupil records on the school's payment system.
- To be responsible for disadvantaged funding and Early Years disadvantaged funding (Pupil Premium) and manage the systems to ensure appropriate funding is gained by school
- To be responsible for the collection of dinner money, reconciling of registers and bank in to school budget. Collection of school meal numbers each day and passing these onto the kitchen staff
- Managing tasks associated with School Trips, Registers, Breakfast Club and After School Clubs
- Administration of school milk, dinner monies and other monies related to school matters
- Notify supplier of free fruit of numbers and holidays and INSET days.
- Making arrangements for the delivery of food meals between sites.
- Ensure that pupils arriving late and those leaving early are recorded in accordance with school policy, working with the attendance lead.
- Support the administration and processing of admissions and admission records.
- To assist the Senior Vice Principal and SENCO as required when pupils transfer out or arrive from other schools, i.e. contact previous school for record, UPN, free meals information etc.
- To contact parents in the event of illnesses and minor incidents.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding

- Participate in the Trust Appraisal process and undertake professional development as required
- Adhere to all internal and external deadlines
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder may be required to carry out other duties as required by the Trust.

Additional Information

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Person Specification

	Essential	Desirable
Qualifications and experience		
Good standard of education especially with regard to literacy and numeracy skills.	✓	
GCSE Maths and English grade C or equivalent	✓	
Experience of working in a busy office	✓	
General reception, clerical and administration	✓	
Previous experience in an educational environment		✓
Cash handling experience		✓
Knowledge and skills		
Ability to work calmly under pressure	✓	
Ability to communicate clearly orally and in writing	✓	
Ability to work collaboratively with others	✓	
Ability to work within school based systems and specified timelines	✓	
Working knowledge of a range of administration procedures	✓	
Ability to proficiently use office computer software including word processing, spreadsheets, databases and internet systems	✓	
SIMS management information system		✓
Academy procedures		✓
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	✓	
A diplomatic and patient approach	✓	
Initiative and ability to prioritise own work and that of others to meet deadlines	✓	
Efficient and meticulous in organisation	✓	
Able to follow direction and work in collaboration with the leadership team	✓	
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	✓	
Ability to evaluate own development needs and those of others and to address them	✓	
Commitment to the highest standards of child protection and safeguarding	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to the Trust's ethos, aims and whole community.	✓	