



Job Title:	PA to Deputy Head, Pastoral
Hours:	Full time, Term Time plus 1 week (to be worked the week prior to autumn term) 8.00am to 4.00pm
Salary:	£25,000-£30,000 per annum as a full time equivalent. This salary will be pro-rata'd to term time working.

This role reports to the Deputy Head, Pastoral.

Scope of role

To provide expert assistance and support to Deputy Head, Pastoral by undertaking a range of secretarial, administrative duties and diary management.

The PA will liaise with multiple stake holders, i.e. governors, parents, pupils, teaching staff, local councils, inspection panels, external government agencies, other school and the local community.

Main Responsibilities

- Act as the first point of contact for the Deputy Head, Pastoral
- To assist the Deputy Head in organising the administrative workload recommending items to be dealt with in order of priority.
- Filter and manage telephone calls and emails for the Deputy Head, Pastoral
- Provide full secretarial support in relation to the production of correspondence and records, including electronic and manual filing systems, production of agendas and taking notes/minutes of confidential meetings, as appropriate
- Attend regular planning meetings with the Deputy Head Pastoral
- Collate and prepare papers required by the Deputy Head to attend meetings, prepare reports, or reply to requests for information
- Receive and manage incoming post, emails, queries and requests, drafting responses as appropriate

- Assist the Deputy Head Pastoral in maintaining her diary, schedules and appointments.
- Liaise with the Deputy Head, Pastoral regarding the Parent Talk and pastoral Staff inset programme and keeping records, securing bookings as appropriate
- Organise the administration of parent and pupil questionnaires
- Ensure the maintenance of clear and effective filing, records and other systems and to keep them updated
- Assist the Deputy Head Pastoral in ensuring that the pastoral pages of the school website are kept up to date
- Assist the Deputy Head Pastoral with the production of a number of Handbooks, handouts and general pastoral information
- Organise taxis/travel for the Deputy Head Pastoral when required
- Meet and greet visitors, liaise with all members of the wider pastoral team
- Liaise with Schoolblazer, uniform suppliers and other suppliers as required.
- Organise the printing of pupil diaries, in line with relevant timescales.

Safeguarding

The Deputy Head, Pastoral is responsible for safeguarding across the school. In line with this role, the PA is required to:

- Make calls to outside agencies under the direction of the Deputy Head Pastoral. Support her in following up on queries, updating records and ensuring that all matters are dealt with in strictest confidence, sharing information only with those instructed by the Deputy Head Pastoral
- Updating highly confidential safeguarding files - both on paper and online
- Keeping and updating safeguarding training logs
- Assist the Deputy Head Pastoral in updating and ensuring compliance of a number of key safeguarding policies and guidance
- Monitor the production and collation of safeguarding information for a variety of uses, including reports to Governors
- Collate and organise safeguarding files for pupils transferring to other schools
- Accurately record safeguarding training across the school
- Liaise with Human Resources regarding safeguarding interview schedules

Any other reasonable duties as requested by the Deputy Head, Pastoral

Person specification

Key skills and experience:

Essential

- Educated to A Level or equivalent
- Experience in previous roles as a Personal Assistant or Senior Administrator
- Flexible and very calm, able to work efficiently under pressure with a good sense of humour and perspective
- Exceptional organisation and administration skills with the ability to meet deadlines.
- Exceptionally high level of confidentiality and discretion
- Advanced ICT skills, particularly Microsoft Office, including Word and Excel, and Management Information Systems.
- Ability to work as part of a team or alone as required
- Ability to liaise with senior leaders across the school.
- Good communication skills both written and oral; high levels of accuracy in written English
- Ability to work accurately with attention to detail
- Tact, patience and diplomacy

Desirable

- Educated to graduate level
- Previous experience of working with an educational setting,
- Previous working knowledge of Safeguarding Children's Act 1989
- Experience of using ISAMS/CPOMS - Child Protection and Online Management System

Equal Opportunities

It is the policy of the school to provide equal opportunities for all qualified individuals regardless of race, colour, religion, ethnic or national origin, sexual orientation, age, gender, medical condition or disability.

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact and to adhere to and ensure compliance with the school's Child Protection Policy at all times.