

# Job Description

NAME	
START DATE	January 2018 to 31 <sup>st</sup> August 2018
REVIEW DATE	As part of planned probationary period.
TITLE	Pupil & Parent Link (Scale 6) Hours: 8.30am - 4.00pm. (36 hours p/week) Monday-Friday (40 weeks) plus paid time for Open Events and Parents' Evenings.
JOB PURPOSE	<p>Tetherdown Primary School is a two form entry school for children aged 4-11. The job holder will:</p> <ul style="list-style-type: none"> <li>maintain a front line, high profile role in creating, maintaining and developing positive relations to support pupils, parents, and visitors.</li> <li>carry out administrative duties pertaining to pupils and parents so as to ensure efficient and effective communication of information.</li> </ul> <p>This job profile recognises the requirements of Haringey's Pay and Conditions Guidance and reflects the vision, aims and policies established by the governors of the school.</p> <p>We recognise that all adults, including temporary staff, volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern.</p>
KEY Accountabilities:	
A. Strategic Direction and Development	A To assist in the evaluation and review of policies, procedures and strategies, regarding the pastoral care and well-being of pupils and the positive working partnerships with parents with a view to promoting continuous improvement in quality across the school.
B. Teaching and Learning	B To maintain pupil focused records (attendance registers and monitoring, in-year admissions, welfare, e-safety, dietary requirements, etc.) and report to the Headteacher on a regular basis.
C. Communication	C Ensure information about children is effectively and efficiently communicated to parents and those staff who have direct contact with children, including through email packages.
D. Efficient and Effective Deployment of Resources	D Make effective use of available technologies to support effective administration and communication.
E. Administration	E Undertake reception duties, answering general telephone and face-to-face enquiries and ensuring safe and secure handling of all visitors to the school. Contribute to the work of the admin team by providing high standards of administrative support.
ACCOUNTABLE TO:	The School Business Manager (for day to day and appraisal)

## KEY Tasks:

### A. Strategic Direction and Development

- To encourage positive relationships with pupils, staff, parents, governors, relevant agencies and the community to secure support for the school and its aims.
- To contribute to strategic planning and the review of the School Development Plan including the school's aims, policies and procedures.
- To contribute to the annual programme of school self-evaluation and participate fully in the annual appraisal cycle.
- To assist in establishing procedures to ensure an efficient and effective cascading of information, especially between pupils, parents and relevant staff.
- To be aware of and support difference and ensure equal opportunities for all.
- Where appropriate to do so work collaboratively to support other colleagues.
- To participate in training and other learning activities and performance development as required.

### B. Teaching and Learning

- To ensure effective procedures are carried out for the efficient administration of pupil records using the pupil data base, e.g. dietary requirements, photographic permissions, personal information
- To assist in the effective management of attendance; support the recording of authorised absences, support the recording of requests for approved leave, contact parents/carers on a daily basis when a student is absent from school, record reasons of absence, monitor pupils on the persistent absence list.
- To provide administration for the registration system.

### C. Communication

- To welcome staff, pupils and parents providing general advice and guidance.
- Manage emails and texts to parents and carers
- To provide pupil related reports / data as requested by the curriculum staff, the School Business Manager and the Headteacher.
- To contribute to efficient and effective systems of communication dealing with parents and key stakeholders in a way that reflects the values and aims of the school.
- To attend and participate in regular meetings making a positive contribution to the ethos and overall aims of the school.
- To operate relevant equipment/IT packages (e.g. Integris G2, word, excel, databases, spreadsheets, e-mail / text systems).
- To act as a link, creating positive relationships between teaching and non-teaching staff.
- To liaise with relevant outside agencies linked to the children's well-being, e.g. school nurse, photographer.
- To attend Parents' Evening meetings and Open Events to welcome and guide as appropriate.

### D. Efficient and Effective Deployment of Resources

- To use a number of computer packages to support the administration of the work of the school: solve photocopier issues, manage orders for stationery, manage the telephone systems, etc.

### E. Administration

- To provide general clerical/admin support, e.g. photocopying, filing, e-mailing, completing standard forms, responding to routine correspondence.
- To maintain manual and computerised records/management information systems.
- To undertake typing, word-processing and other IT-based tasks.
- To manage admissions: Reception and mid-year following LA guidance.
- To maintain and collate pupil reports; arranging the efficient transfer of records to pupils' next school(s).
- To ensure all visitors to the school are appropriately guided and accounted for to ensure the safety and well-being of all our pupils and staff.

To carry out any other tasks synonymous to the role and which may be reasonably requested by the Headteacher.

Signed: ..... Date: .....

# Person Specification

Title: Pupil & Parent Link (Scale 6)

The person specification shows the abilities and skills you will need in order to carry out the duties in the job profile. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows you could meet these requirements when you fill in the application form.** If you are selected for interview you may also be asked to undertake practical activities to cover the skills and abilities shown below:

Qualifications		Essential (E)/ Desirable (D)
1	NVQ3 or equivalent qualification or experience in relevant discipline	E
2	good numeracy/literacy skills	E
<b>Experience</b>		
3	general clerical/administrative work	E
4	experience of working as a team leader	D
5	a customer orientated mind-set	E
<b>Knowledge &amp; skills</b>		
6	excellent communication skills with children and adults, with a warm and approachable manner	E
7	positive relationships - the ability to relate well to all stakeholders	E
8	appropriate knowledge of first aid	E
9	use of relevant office equipment	
10	good IT skills and an awareness of a variety of IT packages including Word/Excel and other packages	E
11	knowledge of relevant policies/codes of practice and awareness of relevant legislation	E
12	that they are organised, forward thinking and able to work to deadlines with the ability to be flexible and supportive of others	E
13	the ability to work constructively as part of a team, understanding school roles and responsibilities and their own position within these	E
14	a "can do" approach with a commitment to problem solving	
15	high expectations of self and others	E
16	the ability to think outside the box, adding value to their role as an administrative professional	E
17	an excellent track record of punctuality and attendance	
<b>Equal opportunities</b>		
18	commitment to the implementation of the school's equal opportunities policy	E
<b>Continuing Professional Development</b>		
19	a willingness to undertake additional training/staff development as appropriate	D
20	a commitment to identifying own training and development needs and taking responsibility for professional development	E
21	the ability to reflect on your own professional practice and engage with the advice and support of others	E