



## **Job Description**

### **Senior Deputy Head's PA and School Administrator**

**Reporting to:** Senior Deputy Head

## **Job Purpose**

To provide general administrative support to the Senior Deputy Head, and ensure the efficient administration and communication of whole-school matters.

## **Job Details**

### **1. Teaching staff recruitment, CPD and cover administration**

- i. To administer the recruitment of teaching staff, from job advertisement: process applications, arrange interview schedules, manage and verify references, communications to candidates.
- ii. To liaise with the HR Manager regarding website adverts and the forwarding of required paperwork, the Headmaster's PA, HoDs, SLT and other staff as required.
- iii. To administer the Teaching Staff Professional Review schedule and communicate appropriately with SLT, Head's PA, HoDs and teaching staff.
- iv. To coordinate the receipt of teaching staff requests for CPD training, present to the Senior Deputy Head for authorisation and communicate with teaching staff as appropriate.
- v. To administer the recording of teaching staff absences.
- vi. To coordinate the allocation of teaching staff cover outside departments, according to the Cover Policy.

### **2. Parent communications**

- i. To coordinate the schedule of school-parent communications, in liaison with the staff responsible for each communication to parents.
- ii. To manage the communication of information on the parent portal.
- iii. To communicate information to parents: trips, mid-year changes of teacher, reminders, late changes and other information as required.
- iv. Communications about new parents and pupil induction days

### 3. School events administration

i. Facilitate the organisation of key school events:

- Peterborough Carol Service (December every 3 years)
- Speech Day (May)

### 4. Office manager

- To assist the Head's PA to co-ordinate cover for Reception in relation to lunchtimes and sickness absence. To participate personally in such cover arrangements.
- Provide holiday cover for the Receptionist in terms of taking delivery of parcels.
- Help with any urgent matters in the absence of the Head's PA.
- File pupil leavers' files
- To act as one of the people who may be called upon to provide Emergency Post Cover in the unlikely event that both the Post Administrator and the Post Cover person are absent.
- Perform other such reasonable duties as may from time to time be determined.

## Person Specification

### Skills & Experience

#### Essential

- Previous administrative experience
- Excellent IT skills, including confidence with Excel, data entry and Word
- Very strong organisational and inter-personal skills, with a willingness and ability to communicate with the wide variety of teaching and support staff and parents, both verbally and in written communications.
- Ability to prioritise and organise work

#### Attributes

##### Essential

Sensitivity to staff and parent issues

##### Desirable

An interest in, and commitment to, the work of the School.

## Terms & Conditions

### Salary

In range of £21,400 to £22,700, depending on relevant skills, experience and qualifications.

### Hours

37.5hrs per week, Monday to Friday, 8.30am to 5.00pm with a one hour lunch break.

## Holidays

25 days' paid annual leave plus all English Public Bank Holidays.  
Holidays to be taken in the school holidays.

## Other Benefits

- Pension Scheme - Flexible Retirement Plan run by The Pensions Trust: employee contributes between 1% and 10%, and the School double matches this up to a School contribution of 10%. Linked Death in Service Benefit is 4 x salary.
- Option to join Health Care Cashplan with 'simplyhealth' paid for by the School.
- Option to join BUPA Select Private Medical Insurance Scheme, to which the School would contribute 10% of the individual's membership.
- Free lunches available during term time in the school dining room.
- Free use of school gym and pool at certain times.
- Childcare Voucher and Cycle to Work Schemes.
- Personal Accident Insurance.
- Free car parking on school campus.

*Under current legislation, we are required to advise applicants that this appointment will be subject to a satisfactory Enhanced Disclosure with the Disclosure & Barring Service. Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining a position at Oakham School.*

HR Manager  
September 2017