



Elmgrove Primary School and Nursery

Job Description and Person Specification

Post Details: **PA to the Headteacher and Senior Leadership Team Administrator**

Responsible to: **School Business Manager**

Hours:

Job Purpose

To provide a high standard of confidential administrative support for the Headteacher and Senior Leadership Team

To manage the whole school diary

To oversee and collate the paperwork for events both in and out of school

To oversee Supply Teachers induction and deployment

To manage the General Admin Budgets

Main Responsibilities

PA to the Headteacher

- responsibility for Headteacher's diary and co-ordination of meetings and appointments.
- receive post in all matters relating to the Headteacher and draft letters to staff, parents/carers and all other school stakeholders as directed by the Senior Leadership Team.
- provide full confidential and administrative support to the Headteacher. This will include but is not limited to reports and references for staff.
- provide briefing and advice notes for the Headteacher and undertaking specific research as required. This may include items that are confidential and of a sensitive nature.
- be the point of contact for the Headteacher, dealing with all third parties and taking calls relating to the Headteacher.
- Headteacher confidential and general filing and assistance in developing filing systems.
- prepare agendas and take minutes for the Senior Leadership Team and minuting other meetings as required by the Headteacher
- meet and greet visitors to Elmgrove and preparing refreshments for the Headteacher and guests as required.
- initial handling of complaints: ensuring complaints are dealt with tactfully; attempting to resolve minor matters and referring more serious matters to the Headteacher or Deputy Headteachers
- discreetly screen telephone calls, enquiries and requests for Headteacher and handle them or delegate to others as appropriate
- liaise with Clerk to the Governing Body with regard to meetings and other business

- deal with confidential and sensitive issues through a wide range of media – emails, letters, conversations etc.
- management of Headteacher's awards, special events / presentation ceremonies etc.
- arrange and co-ordinate occasional travel as required by the Headteacher and managing the itinerary in conjunction with the diary.
- act as 'quality control' in respect of letters and documents produced by or for the Headteacher
- review DfE, Ofsted and Harrow Gold Bulletin updates to ensure they are brought to Headteacher's attention
- attend appropriate meetings with the Headteacher in order to facilitate note taking and record keeping.

SLT Admin

- responsibility for the school diary
- update timetables, observation cycles and all other documents relating to the Senior Leadership Team
- overseeing the co-ordination of all events at school and visits outside school and relevant paperwork
- organise the SLT's emails as required and use initiative to deal with all questions and emails where possible.
- co-ordination of meetings and appointments.
- receive post in all matters relating to the SLT and draft letters to staff, parents/carers and all other school stakeholders as directed by the Senior Leadership Team.
- carry out all secretarial duties for designated members of the Senior Leadership Team.
- assist the Senior Leadership Team in producing a range of detailed, complex or specialist documents to ensure that the needs of the governing body is met.
- be the point of contact for the SLT, dealing with all third parties and taking calls relating to the SLT
- acting as the first point of contact for visitors who need to see a member of the Senior Leadership Team.
- filing and assistance in developing filing systems.
- taking minutes at meetings, typing minutes and agendas,
- support the Inclusion Leader or nominated Inclusion Teacher through setting up meetings with parents and professionals, setting agendas, taking notes, typing and checking reports, set up meetings and file the appropriate paperwork.
- managing hospitality for meetings and events / functions throughout the year.
- maintain and update the SLT's on-line diary, arrange and prioritise meetings as necessary and ensure that the Headteacher is appropriately briefed.
- liaise with staff, parents, pupils, external agencies and visitors as required.
- develop marketing the school by showing parents and visitors around.

Finance

- responsibility for the substantial Admin budgets, which include General Admin and Postage.
- using the postage budget to purchase stamps (from petty cash) to ensure all school post is dispatched appropriately.

Supervisory

- responsibility for ensuring Supply teachers are welcomed to the school, inducted and deployed as agreed with SLT

General duties:

- Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

Everyone who works at Elmgrove Primary School and Nursery has the responsibility for promoting the child protection, safeguarding, health and safety and welfare of children.

Person Specification

Equal Opportunities

Candidates should believe in equal opportunities for all children. E

Job related knowledge, aptitude and skills

Excellent interpersonal skills, good telephone manner, calm approach E

Excellent communication skills, both written and oral, and high standard of written and spoken English E

An ability to establish good relationships with children, colleagues and all stakeholders E

Ability to maintain strictest confidentiality and integrity at all times E

Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload E

High level of competency in IT (Email, Word, Excel, PowerPoint) E

To be committed to safeguarding and promoting children's' welfare E

Ability to prioritise and manage issues for the Headteacher and SLT E

Ability to plan and develop systems E

Shorthand would be an advantage D

Ability to work constructively as part of a team or individually, understanding E

school roles and responsibilities and own position within these

Knowledge of promoting inclusion and equal opportunities E

Ability to adhere to working procedures and policies within the school environment E

Ability to deal with problems in a positive and systematic manner E

Experience of

Working with children D

Working within an office environment, dealing with members of the public E

Microsoft Office packages E

Working effectively with others to meet common goals E

Organising hospitality D

Education

A good standard of education i.e. at least English and Maths GCSE grade 'C' or equivalent E

Related professional qualifications D

Willingness to undertake further professional development E

Personal Skills and Qualities

A desire to train and learn new skills E

Ability to multi task different roles with a busy working environment E

Patience, with a calm approach E

A sense of humour, warmth, energy and resilience E

Confidentiality, tact, discretion and sound judgement E

Ability to be sensitive to the needs of others E

High standards E

Flexibility to commit to additional hours if required E

Excellent personal organisation and self motivation E

Ability to prioritise E

Ability to work on own initiative E

