|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **PA to the Leadership Team** | | | |
| **Person Specification: PA to the Leadership Team** | | | | |
|  | | **Essential** | **Desirable** | **How to be tested** |
| **Qualification criteria:**   1. 5 good GSCEs inc. English & Maths at Grade C or above (or equiv). 2. Excellent word processing skills – with an ability to type 50 wpm and willing to work towards speed typing. 3. Excellent EXCEL skills. 4. Eligible to work in the UK. 5. St John’s Ambulance First Aid/Red Cross First Aid or equivalent or prepared to undertake training. | | √  √  √  √  √ |  | **Application form, evidence & test** |
| **Experience:**   1. Experience of working of providing high quality admin support 2. Experience of with children or young people 3. Experience of working under a pressurized environment with competing deadlines. | | √  √ | √ | **Application form & interview** |
| **Behaviours, Skills and Abilities:**   1. Ability to communicate fluently in accurate spoken and written English. 2. Excellent listening, communication skills and high levels of emotional intelligence. 3. Strong organisational and time-management skills and ability to work under pressure. 4. Resilience and optimism to lead through day-to-day challenges in a busy school environment. 5. The ability to work well under pressure and to be decisive. 6. Ability to use IT systems including databases and Microsoft Office products. 7. Ability to use and maintain recording systems both manual and computerised and produce reports. 8. Ability to file accurately and to maintain and filing system. 9. Ability to pay attention to detail when completing admin tasks. 10. Ability to record and convey accurate messages. 11. Understanding and knowledge of confidentiality. 12. High levels of honesty, integrity, confidence and self-motivation. | | √  √  √  √  √  √  √  √  √  √  √  √ |  | **Interview** |
| **Other:**   1. This post is subject to an enhanced DBS disclosure. 2. Must be committed to safeguarding the welfare of children. | | √  √  √ |  | **Interview** |

|  |  |
| --- | --- |
|  | **Personal Assistant to the Leadership Team** |
| **Job Description: PA to the Leadership Team** | |
| **Line Manager:** | PA to the Headteacher |
| **Posts directly supervised:** | N/A |
| **Main Purpose of Role:** | To secure excellent achievement and progress of all students and to ensure gaps are narrowed by providing high quality, accurate and timely administrative support. |
| **Conditions of Service:** | Reference should be made to the TDA publication National Occupational Standards for Support Staff. |
| **Core Accountabilities:** | |
| **Achievement and Progress :** | |
| * Ensure all students, including those with SEN, make at least good progress across all of the key stages by supporting students in accessing learning activities by providing accurate and relevant information to the Headteacer, teaching staff, the Leadership Team and the Governing Body. * Ensure variations between the progress made by different groups of students or any areas of underachievement including the variation of groups of students is addressed and the achievement gap is narrowed significantly by providing staff with information they require to both challenge and support the leaders of the school. | |
| **Teaching and Learning:** | |
| * Promote consistently high expectations of all students and apply whole school policies. * Promote and generate high levels of enthusiasm for, participation in and commitment to learning amongst all students. | |
| Behaviour and Safety: | |
| * Develop and promote effective partnerships with Governors, parents, carers, other staff and students so they are highly positive about the school. * Ensure student behaviour is managed by applying a systematic, consistent approach to behaviour management, in line with whole school policy. * Take active steps to eradicate all forms of bullying under the guidance of teaching staff. * Be aware of what constitutes an unsafe situation and know how to keep themselves and others safe. * Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person. * Perform duties in line with Health & Safety rules. | |
| **Leadership and Management:** | |
| * Demonstrate an uncompromising and highly effective drive to improve achievement, or sustain the highest level of achievement, for all students, over a sustained period of time by providing administrative support. * Lead by example and demonstrate passion and ambition for the school. * Show resilience and an ability to prioritise and delegate administrative tasks. * Employ highly effective strategies to improve achievement and progress by: seeking out and modeling best practice, being open to coaching, dialogue, mentoring and support. * Seek regular feedback through line management and be positive and active in team meetings to allow for effective communication and dissemination. * Take part in staff appraisal and absence management meetings. * Work effectively and positively and with confidentiality with the governing body, the leadership team and all other staff. * Meet the statutory requirements for safeguarding. | |
| **Main Duties:** | |
| * To work under the direction of the PA to the Headteacher. * To provide an efficient, effective and accurate secretarial and administrative service to the Senior Leadership Team and the Inclusion service. * The post involves a high level of confidentiality. * To liaise on behalf of members of the Leadership team with parents, external agencies, the Governing Body, the Local Authority, other schools and stakeholders. * To ensure high quality communications with parents and carers. Responsible for ensuring the professional integrity of communications with parents, carers and families through contacts within or outside the school setting. * To produce high quality and accurate documents e.g. letters, minutes, appraisal statements, reports and agendas, correspondence, duty rota’s, spreadsheets etc. as required ensuring that documents are produced to the required standard and time scales. * To maintain filing systems as required both paper and electronic. * To provide an efficient photo-copying service. * To manage the incoming/outgoing mail/emails including prioritizing and re-directing as necessary. * To arrange internal and external meetings as required. * To issue invitations to guests and sponsors for Speech Day, Junior Presentation and other school events. * To liaise on behalf of the Leadership Team with parents, external agencies, the Governing Body, the Parents Association, the Local Authority and other schools. * Using various databases, produce a range of management information for the Leadership Group to assist in their decision making. * To assist in the arrangements for meetings and events e.g. Professional development, parent information sessions etc. * To operate administrative systems and to provide high quality and where relevant, confidential administration service for the school. * To operate systems and processes for data collection and reporting, keeping abreast of developments in professional practice and technology, in order to provide a high level administrative service. * To provide cover to other administrative staff in times of absence, including the PA to the Headteacher. * To co-ordinate the school calendar liaising with all stakeholders including Governors, ensuring adherence to number of teaching and PD days. * To support the Headteacher with the Directed Time Menu for part time staff * To collate and complete the data dashboard for Full Governing Board meetings * To take minutes at Finance Governor meetings * To co-ordinate and Support administration of Sixth Form admission and recruitment process including but not limited to ragging of data, processing and setting up application process, organization of results days and admission and result days candidate interviews. * Setting up on line booking systems for events and administering the process. * Support Inclusion Teams with arranging CSPs, EP meetings, annual review bookings including liaison with parents and external agencies and professionals * Support organization of Year 6 SEN transition * Coordinate and produce CGS handbook for Staff * Preparing and drafting Monday Staff Briefing * To monitor the website to ensure it is accurate and up to date and out of date information removed in a timely fashion. * To create and assist others to create documents and articles for the website * Review letters and documents from LT to ensure consistent with CGS branding and messaging * Set up sharepoints and MS Teams to support with distribution of documents e.g. CPD evaluation forms * Assist with logging of CPD training courses * To make use of technological developments to bring efficiencies to the administrative service. * To support the behavior system in supervising students who are not able to be in lessons for any reason.   **OTHER**   * To attend staff briefings and meetings in accordance with the calendar. * To participate in INSET (Professional Development Days). * To participate in Staff Appraisals and absence management meetings. * Undertake a thirty minute duty each week. * To provide First Aid cover on a rotational basis. * Undertake invigilation duties if required. | |
| **General responsibilities:** | |
| * As a member of support staff contribute to the overall leadership and management of the school and to be proactive in supporting an ethos that recognizes and celebrates success and promotes high expectations and aspirations. * Contribute to the effective management of the school through the implementation of school policies, code of conduct. * Attend meetings and parents’ meetings relevant to the post. * Other duties as the Head may reasonably require. | |
| *Specific areas of responsibility allocated will be rotated from time to time to provide ongoing professional development and in the light of the changing needs of the school. Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the holder and the Headteacher.*  **I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.** | |
| **Name:** | **Signature:** |
| **Date:** |  |