

<b>William Farr C of E School - Proposal</b>	
<b>JOB DESCRIPTION</b>	
<b>JOB TITLE:</b>	<b>PA to the Teaching and Learning Senior Leadership Team</b>
<b>POST HOLDER:</b>	
<b>GRADE:</b>	<b>Grade 3</b>
<b>REPORTS TO:</b>	<b>Assistant Headteacher</b>
<b>Hours Worked Per Week:</b>	
<b>Weeks Worked Per Year:</b>	
<b>Weeks Paid Per Year:</b>	
<b>HOLIDAY ENTITLEMENT MUST BE TAKEN DURING SCHOOL CLOSURES</b>	
<b>1.</b>	<p><b>PURPOSE OF JOB:</b></p> <ul style="list-style-type: none"> <li>To act as the Personal Assistance (PA) to the Teaching and Learning Senior Leadership Team.</li> <li>To provide support to the Teaching and Learning Senior Leadership Team in the provision of clerical work; input and manipulation of data; the scheduling and resourcing of activities and general administrative duties.</li> <li>To be responsible for the administration of the School CPD Twilight programme</li> <li>To provide a comprehensive and confidential secretarial service to the Teaching and Learning Senior Leadership Team</li> </ul>
<b>2.</b>	<p><b>MAIN RESPONSIBILITIES, TASKS &amp; DUTIES</b></p> <ul style="list-style-type: none"> <li>To act independently to promote efficient management of the relevant Senior Staff in accordance with their daily and annual calendars by supporting administration needs.</li> <li>Diary management to include prioritising meetings and making appointments with parents, pupils, staff and external contacts and receiving visitors.</li> <li>To act as first point of contact, dealing with enquiries for the Teaching and Learning Leadership Team.</li> <li>To provide administrative support, including filing, word processing and reprographics work and data input as required.</li> <li>To support in the collection and presentation of all school data to ensure that this is as complete to its successful conclusion.</li> <li>To organise and facilitate meetings including the taking of and distribution of agendas and minutes.</li> <li>Actively generate letters and administrative tasks to support the working of the team and supporting the completion of actions that the team generates.</li> <li>Creating displays and maintaining these.</li> <li>To maintain all aspects of students records that pertain to the census and provide support with the completion of the census, including retrieving information from the Local Authority and the Department for Education.</li> <li>To assist in the compilation of reports, records, and assessment of data pertaining to Teaching and Learning. Collating information and transferring that information into a spreadsheet using excel or word for the information of the Leadership Team.</li> <li>To maintain areas of the Webpage and VLE particularly where it is specific to Teaching and Learning as required.</li> <li>To maintain student records, as may be required including maintenance and addition of records into the school Management Information System.</li> <li>Intervention, including Pupil Premium, administration and active support for its smooth running.</li> <li>To assist in the arrangement of Reunion Evenings.</li> <li>Organisation, logistics and administration as directed of areas including (but not exclusively) INSET, Development Management, Continued Professional Development, Pupil Premium, Lesson Observations, Interventions, Quality Assurance, House Team, Reunion Evenings, Teacher Training and Homework Club.</li> <li>To collate the CPD twilight course booklet and materials, organize roomings, refreshments, attendance lists, issues and collate evaluation forms and produce typed reports accordingly.</li> <li>To assist with publicity, etc, for school productions.</li> </ul>

	<ul style="list-style-type: none"> <li>To support the transition of students for Primary Phase to Secondary phase, including inputting data, chasing missing information and dealing with staff from other institutions.</li> <li>To act as an appointed school office first aider</li> </ul>
<b>3.</b>	<b>MANAGEMENT OF PEOPLE</b> None <b>SUPERVISION OF PEOPLE</b> None
<b>4.</b>	<b>CREATIVITY AND INNOVATION</b> <ul style="list-style-type: none"> <li>The post holder will need to use initiative and creativity to ensure that the needs of the Senior Staff are met in this role.</li> <li>Always use own initiative in producing Open Evening and Reunion evening programmes, writing letters and producing Powerpoints.</li> <li>Always use creativity to juggle dairy appointments at particularly stressful times.</li> <li>To ensure that directed tasks are pursued to their conclusion.</li> <li>Working to tight deadlines, including ensuring the co-operation of other staff.</li> <li>Responsible for ensuring quality of support systems and procedures within the office, working under the minimal of supervision.</li> <li>Attempt to source answers to all queries in the absence of the Teaching and Learning Leadership Team.</li> </ul>
<b>5.</b>	<b>CONTACTS AND RELATIONSHIPS</b> <ul style="list-style-type: none"> <li>Day to day contact with parents/carers and general staff on routine matters.</li> <li>Regular contact with the senior leadership team, following instruction and direction.</li> </ul>
<b>6.</b>	<b>DECISIONS</b>
	<b>a) Discretion –</b> <ul style="list-style-type: none"> <li>Prioritisation of work.</li> <li>Work is carried out within clearly defined policies and procedures; advice can be sought from line manager if required, however, expectation is that postholder will resolve day to day matters within established parameters.</li> <li>Handling unexpected contacts about serious and or confidential issues in the absence of the Leadership team ensuring action is taken and the response timely and appropriate. Briefing the Leadership Team on decisions made.</li> <li>Suitable filing and cross-referencing.</li> <li>Making decisions in relating to diary commitments, appointments, meetings etc.</li> <li>Managing diary appointments.</li> <li>Suitable filing and cross-referencing systems.</li> </ul>
	<b>b) Consequences –</b> <ul style="list-style-type: none"> <li>Impact on school administrative processes, which is likely to be easily identified and remedied.</li> <li>A significant amount of the work will involve dealing with confidential records of both staff and pupils, it is imperative that this information does not 'leak' from the institution.</li> </ul>
<b>7.</b>	<b>RESOURCES</b> <ul style="list-style-type: none"> <li>General office equipment needed to carry out tasks, such as PC and audio equipment, and higher level of access to the school's computer network.</li> </ul>
<b>8.</b>	<b>WORK ENVIRONMENT</b>
	<b>a) Work Demands –</b> <ul style="list-style-type: none"> <li>Work is subject to many interruptions; this is part of the role and does not cause any significant change to the overall tasks to be carried out.</li> <li>Management of numerous conflicting priorities whilst working to fixed deadlines, for example dealing with an urgent query on behalf of the Teaching and Learning Leadership Team whilst preparing reports/minutes for an urgent meeting.</li> <li>Need to produce documentation for the Teaching and Learning Leadership Team at short notice</li> <li>It is necessary to meet these organisational deadlines, whilst undertaking day-to-day work and completing longer-term project work.</li> </ul>
	<b>b) Physical Demands –</b> <ul style="list-style-type: none"> <li>Normal</li> </ul>

	<b>c) Working Conditions –</b>	<ul style="list-style-type: none"> <li>General office environment. Well-lit and well ventilated conditions.</li> </ul>		
	<b>d) Work Context –</b>	<ul style="list-style-type: none"> <li>The postholder may have limited exposure to abuse/aggression from pupils, parents and carers.</li> </ul>		
<b>9.</b>	<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>Experienced and skilled in the use of office systems both manual (i.e. filing, reference material etc) and computer based including word processing, spreadsheets and databases.</li> <li>Experience of advanced level secretarial work.</li> <li>Experience of using and maintaining computerised systems including the use of word processing, spreadsheets, databases and e-mail to process information and data. Formal training in Word, Excel and PowerPoint. Experience of using the packages to an advanced level.</li> <li>Experience of co-ordinating a diary to a high standard. Knowledge of meeting priorities and ability to manage the diary.</li> <li>Experience of manual information systems and able to store and retrieve information.</li> <li>Understands routine clerical/secretarial practices and procedures.</li> <li>Able to take and prepare accurate minutes of meetings in the required formats.</li> <li>Effective time-management skills.</li> <li>Able to communicate effectively both verbally and in writing to all levels of colleagues.</li> <li>Able to work on own initiative, planning and prioritising own work.</li> <li>Able to deal with enquiries, initiate action and resolve queries without necessarily referring to the Teaching and Learning Leadership Team.</li> <li>Desirable but not essential to have knowledge and use of SYSRA, Lessons learned and online safeguarding websites.</li> <li>Desirable but not essential to have a working knowledge of school Procedures.</li> <li>Desirable but not essential to have a First Aid Qualification</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>6 months' relevant experience.</li> <li>CLAIT or equivalent qualification.</li> <li>NVQ2 in relevant discipline.</li> </ul>		
<b>10.</b>	<b>GENERAL</b>			
<b>Job Evaluation</b>				
This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.				
<b>Other Duties</b>				
The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.				
<b>Equal Opportunities</b>				
The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.				
<b>Health and Safety</b>				
The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.				
	Name:	Signature:	Date:	
Job Description written by: [Manager]	.....	.....	.....	
Job Description agreed by: [Postholder]	.....	.....	.....	