



Midsomer Norton  
Schools Partnership

**Midsomer Norton Schools Partnership**  
**Job Description**

<b><u>Post Title</u></b>	<b><u>Date</u></b>
PA to Headteacher & Leadership Team Based at Somervale School	April 2019
<b><u>Grade</u></b>	<b><u>Responsible to</u></b>
6 (18-22)	Headteacher

**1. JOB PURPOSE**

- To provide confidential secretarial and administrative support to the Headteacher and Leadership Team, assisting them in carrying out their responsibilities.
- To manage the school office, ensuring priorities are effectively and efficiently managed.
- To provide clerking duties to the Norton Hill and Somervale local governing body (minimum of six meetings per year)

**2. DUTIES AND RESPONSIBILITIES**

- To carry out computing and word processing duties to include standard letters and administrative tasks as designated by the Headteacher / Leadership team and other members of staff.
- To line manage a small office team.
- To minute and distribute staff briefing notes weekly.
- To manage SLT and the main school calendars.
- Recruitment; creating templates for job advertisements for internal and external posts both electronically and paper bases, placing the advertisements, preparing recruitment packs, dealing with enquiries, handling applications, seeking references and arranging interviews.
- To maintaining pupil disciplinary records, recording levels and exclusions, arranging Governor Panels. Including preparation of fixed term exclusion letters to parents and taking minutes when permanent exclusions occur.
- Responsible for the filing system of staff and ex-pupil records to facilitate the preparation of references.
- To maintain the single central record.
- To maintain staff records on SIMS.
- To co-ordinate and administer arrangements of events such as parent evenings, presentations and other functions, attending where necessary.
- To take responsibility for all admissions enquiries, both in-year and Year 7, including liaison with the LA, prospective parents and existing schools.
- To create and deliver Y6 prospectus packs to local primary schools.
- To liaise with the Admissions Appeals Clerk in the case of admissions appeals.
- Dealing with parents and members of the public who have queries about any matter relating to the school.
- To assist with the school census returns and annual staff work force census
- To collate and produce the internal school newsletter
- Assist with the promotion of school events via Twitter, Facebook, website notices etc.
- To liaise with local media to ensure awareness of school activities.
- To assist in the design of school related publicity documentation, e.g. prospectus and leaflets.

- To liaise with the reprographics departments in school or external companies to arrange printing/copying of publicity materials.
- To assist with the preparation of presentation materials which will be used by staff at public facing events e.g. open evening presentation, options evening.
- To have oversight of publicity photographs, ensuring that any students photos that are used have permission to be used in publicity.
- Work in compliance with the Trust Codes of Conduct, Regulations and Policies.
- Ensure that output and quality of work is of a high standard and complies with current Trust legislation/standards.
- To carry out such other duties as are required and are commensurate with the post.

### 3. **QUALIFICATIONS AND EXPERIENCE**

The Post-Holder must have;

- A good sound working knowledge of ICT, specifically Microsoft Office applications
- Accurate typing skills
- A good understanding of the English language
- Patience and rapport with pupils, staff and parents
- A pleasant personality
- 4-5 Level 2 qualifications at pass or above
- Excellent organisational and time management skills

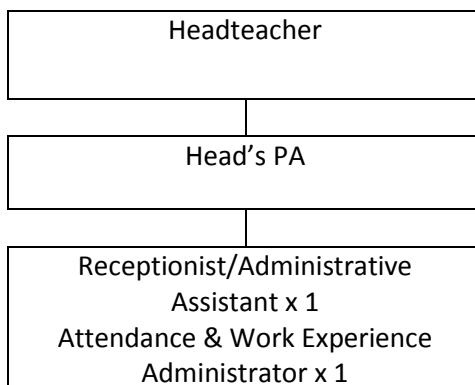
### 4. **GENERAL**

This job description only contains the main accountabilities relating to this post and does not describe in detail all the duties required to carry them out.

It is the jobholder's responsibility for promoting and safeguarding the welfare of children and young persons they are responsible for or come into contact with.

All Schools in the Midsomer Norton Schools Partnership are committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service (DBS) is required prior to appointment.

### 6. **ORGANISATION**



**Post Holder:**

**Line Manager:**

Name:

Name:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_