

Job description

The Grammar School at Leeds



THE GRAMMAR SCHOOL
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Job title: PA to Senior Deputy Head, Pastoral and Designated Safeguarding Lead

Responsible to: EA to the Principal and Senior Deputy Head (Pastoral).

Hours: 35 hours per week, Monday to Friday, with a one hour unpaid lunch break. Actual hours to be worked to be agreed with line managers.

Main purpose of job: To provide professional and proactive PA and administrative support to the Senior Deputy Head, Pastoral within Senior School, who is also the Designated Safeguarding Lead, and to be the main point of contact, both internally and externally, for communications with them.

Main responsibilities:

- To provide a highly confidential and efficient PA service to the Senior Deputy Head (Pastoral)
- Manage and maintain the Senior Deputy Head's diary, ensuring daily commitments are managed effectively and regular meetings are planned in advance with any relevant documentation prepared and shared in a timely fashion.
- Be the first point of contact for the Senior Deputy Head, Pastoral, dealing with all incoming and outgoing communications, resolving queries and taking appropriate action, where applicable.
- Field calls from external agencies regarding child protection and safeguarding issues and follow-up as appropriate.
- Maintaining high quality safeguarding records and assisting with the preparation of reports and production of management information to inform future practice. This includes keeping detailed logs of safeguarding cases (whether referred to other agencies or not) and proactively tracking trends.
- Take notes at meetings with external agencies regarding child protection issues.
- To provide administrative support for the Deputy Head, Pastoral, including diary management and support with student disciplinary issues.
- Produce useful reports, information and lists to support with pastoral, behavioural and academic issues.
- Arrange and minute internal and external meetings chaired by the Senior Deputy Head, Pastoral circulating agenda and papers in advance, organising hospitality arrangements for meetings.
- Management of travel and accommodation requirements, assist with the booking of conferences/courses and deal with expense claims.
- Administration of staff child protection training and keep accurate records of training received.
- Undertaking the duties of a Deputy Designated Safeguarding Lead (DDSL). This includes overseeing and responding to digital safeguarding alerts generated by members of the school community or by the school network's firewall as part of a rota with the DSL and other DDSLs, attending DSL meetings, and any other reasonable tasks as required.
- Support the Senior Deputy Head, Pastoral with INSET and training arrangements for staff.
- Liaising with the External Relations team to ensure that the safeguarding pages on the school's website, parent portal and intranet are kept up to date as regulations, policies and practice develop.
- Assisting the Designated Safeguarding Lead (DSL) with the production of regular Safeguarding Bulletins for staff, pupils and parents, including identifying initiatives and drawing attention to key issues in pupil welfare.
- Assisting the Designated Safeguarding Lead (DSL) with the preparation of regular safeguarding reports, and the annual safeguarding report, for the school's governing body.
- Support with the enforcement of school policies and rules.

- To work closely with the pastoral and academic teams across all year groups in school.
- Work closely with pupils, parents, nurses, Senior Leadership Team, teaching staff, support staff and other departments, as necessary, to ensure the seamless and continuous care and support of pupils.
- Work with the wider admin team to review processes and systems, and to develop new ideas, to ensure highly effective administrative and pastoral support is provided.
- Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the school are read and understood.
- Understand and comply with procedures and legislation relating to confidentiality.
- Preparation and follow up of the transfer of safeguarding documents from previous and with new schools.

General:

- Any other assistance as may be reasonably required from time to time by the Principal, or other senior manager, in order to facilitate the efficient running of the school.
- This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the reasonable direction of the Principal.
- All staff employed by The Grammar School at Leeds are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact.
- Be committed to and promote diversity, equity and inclusion.
- All staff should be aware of the school's health and safety policy and implement it as appropriate.

Person Specification

Job title: PA to Senior Deputy Head, Pastoral and Designated Safeguarding Lead (DSL)

Location: GSAL, Alwoodley Gates

Summary of duties and responsibilities: to provide high quality PA and administrative support to the Senior Deputy Heads, Pastoral

Qualifications & attainments

1. Strong educational background, with a minimum of GCSE grade C/4 in maths and ideally B/5 or 6 in English (or equivalent).
2. Ideally educated to degree level, or have an appropriate secretarial or administration qualification.

Experience & knowledge

3. Substantive PA/administrative and office experience is desirable.
4. Experience of working in an educational establishment would be advantageous, as would an understanding of child protection and safeguarding although full child protection training will be given.
5. Knowledge and understanding of the issues, concerns and needs of pupils within the senior school age group.
6. Experience of working without direct supervision and as part of a team.
7. Experience in providing excellent customer service.
8. Experience of reviewing and changing existing systems and processes.

Skills & qualities

9. Strong interpersonal skills with the ability to liaise with a wide range of pupils, parents, staff and visitors.
10. Excellent written and verbal communication skills.
11. Highly efficient and meticulous, with strong attention to detail.
12. Self-motivated with the ability to work independently, and as part of a wider team, as well as being able to use own initiative and think on one's feet.
13. Openness to new ideas, practices and adaptable with a 'can do' attitude.
14. Trustworthy, with the ability to deal calmly with sensitive and confidential information and situations at all times.
15. Excellent IT skills in Microsoft Office, including Word, Excel, Outlook, Teams and PowerPoint.
16. Ability to inspire the trust and confidence of the Senior Deputy Head.
17. Proactive, with strong organisation and time management skills and the ability to multitask, work under pressure and prioritise as necessary.

Values & ethos

18. A supportive understanding of the ethos of independent education.
19. Commitment to the school's support and promotion of Equity, Diversity & Inclusion.
20. Commitment to child protection and the promotion of a safe environment for children and young people to learn in.
21. Commitment to continuous self-development and a willingness to learn.

Work circumstances

22. Ability to work flexibly to meet the demands of the job, including attendance at school events, occasionally on evenings and weekends.