



NANSEN
PRIMARY SCHOOL

Naseby Road, Alum Rock, Birmingham B8 3HG
t: 0121 464 5760 e: enquiry@nansen.bham.sch.uk www.nansenprimaryschool.co.uk
Headteacher: Mrs Angela Hutchinson

Job Description

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Job Title: PA to Headteacher	Salary Range: Grade 3 SCP 20 – 28 (£19,819 – £25,463)
Accountable to: Headteacher, LGB, CORE Education Trust	Working Hours: Monday – Friday, 36.5 Hours (All Year Round)

Job Purpose

The post holder will manage the clerical and administrative support for the Headteacher and other member so the Senior Leadership Team

Main Duties

- Provide an efficient and effective office support function for the Headteacher, taking independent and pro-active action where appropriate to resolve administrative matters
- To act as an ambassador for the school and Headteacher in all matters
- Take responsibility for the Headteacher's diary, liaising with relevant parties to organise meetings, appointments and schedules effectively. Provide full secretarial support in relation to the production of confidential correspondence and records, including word processing, electronic and manual filing system.
- To act as a first point of contact within the School for staff, governors, councillors, parents and others seeking contact with the Headteacher.
- To assist the Headteacher in organising their administrative workload recommending items to be dealt with in order of priority.
- To ensure that the Headteacher responds to approaches within timescales identified in any agreed priority action list.
- To liaise, with tact and diplomacy with other school staff and others outside the school, particularly parents, professional associations and the local community generally.
- To identify and resolve general queries that are sent to the Headteacher either by phone, email, post or face to face.
- To assemble and prepare papers required by the Headteacher to attend meetings, prepare reports, or reply to requests for information.

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- To open and check through daily post, redirect mail to other members of staff that needs to be and put the rest of the post in the Headteacher's 'IN Tray'.
- To make travel arrangements for the Headteacher
- Support the Headteacher with the staff time recording system
- Ensure meetings are organised efficiently in appropriate venues with hospitality and ICT facilities as required
- To screen telephone calls, enquiries and requests, and handle them when appropriate
- To manage hospitality for meetings and events & functions throughout the year
- To liaise with the LGB clerk in arranging governors' meetings, and governance of Academy's paperwork
- To liaise and work with Business Manager to enable efficient and effective office management systems, communications and procedures are in place
- Supporting the Business Manager with the recruitment process as required, this may include undertaking tours, requesting references as well as administrative duties attached to the recruitment process
- Support the Headteacher and Senior Leadership Team with the organisation of professional development days
- To take charge of Confidential information in line with data protection
- To liaise with Business Manager regarding HR issues
- Provide administrative and diary support for the Senior Leadership Team
- To develop and update the Academy website and social media platforms
- Any other duties deemed appropriate to the grade and workload as requested by the leadership team
- To participate in the operation of the Academy's Appraisal Scheme
- Such other duties as may be appropriate to achieve the objectives of the post to assist the leadership team in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Responsibilities

Safeguarding

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- The jobholder is expected to observe their obligations in accordance with the CORE Educational Trust Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Child Protection Procedure can be obtained from the jobholder's line manager.

People

- No responsibility for staff. The jobholder must observe their safeguarding, health and safety, confidentiality, data protection, and equality and diversity obligations, as set out in this job description

Staffing

- No responsibility for staff

Financial

- no financial responsibility other than a responsibility to report to the Headteacher, Executive Headteacher or Chair of Governors any financial risks identified e.g. cash not secured, potential theft or impropriety

Physical Resources

- The post holder will be responsible for the physical resources required to perform their role e.g. computer, software.

Special Conditions of Employment

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any convictions caution or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Educational Trust Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Educational Trust Health and Safety Policy, and in any risk assessments relevant to the



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jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Equality and Diversity

CORE Educational Trust is committed to equality and values diversity. As such it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they meet, with dignity and respect, and are entitled to expect this in return.

Training and Development

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Academy they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: Headteacher

Date: 30 October 2018

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Person Specification

Job Title: PA to Headteacher	Salary: Grade 3 SCP 20 – 28 (£19,819 – £25,463)	Location: Nansen Primary School
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The Personnel Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

All posts will be subject to a DBS clearance at Enhanced level.

	Essential	Desirable
Education, Training and Qualifications <ul style="list-style-type: none">GCSE English and Maths (grades A*-C) or equivalent	X	
Experience, Knowledge, Skills & Competencies <ul style="list-style-type: none">Substantial experience of working within an office environmentExperience of working within a school officeExperience of a wide range of administrative functionsCompetent in use ICT packages such as Microsoft Word /Excel and database systems including mail mergeExperience in updating websites and use of social media platforms	X X X X	X
Personal Attributes <ul style="list-style-type: none">Resilience, the ability to work under pressure and be able to meet deadlinesAbility to think creatively and to prioritiseExcellent communication skills (including written, oral and presentation skills)Excellent interpersonal skillsA commitment to CORE Educational Trust vision, values, aims and the objectives of its academies programme	X X X X X	

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