The Role – Term time only plus 5 days

Moorside Community Primary School is looking for an exceptional PA to report directly to the Head Teacher providing a high standard of administrative support. Also as an integral part of the Administrative team working closely with School Business Manager.

The role will suit someone with excellent communication skills and a proven track record of providing high level PA support. The successful candidate will be able to draw on best practice from educational and non-educational settings to ensure effective support for the Head Teacher, the Governors and other member of the Senior Leadership Team. We are looking for someone who can bring rigour, an eye for detail and experience to our ambitious school.

Moorside is committed to new types of learning, more personal, more collaborative and more fluid. To ensure we achieve this promise to our children the school systems need to be delivered with faultless execution. From different eating times, to the variety of learning spaces, to the flexible staffing models, you will ensure our education model is supported by precise, robust and efficient administration.

The post holder will be responsible to the Head Teacher and indirectly the Deputy Head Teacher and the other Senior Leadership Team for:

* Personal Assistant support to the Head Teacher
* HR Administration
* Administerial support for the Senior Leadership Team
* Administerial support for the Governing Board – Clerk to the GB

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| Key Responsibilities |
| PA support to the Head Teacher* Ensure a high standard of administrative and management support for the HT in order to assist in the smooth running of all administration, working under their supervision but expected to exercise considerable initiative in performing delegated duties, seeking advice where appropriate.
* Make appointments and plan Head Teacher and SLT diary ensuring all appropriate staff are informed accordingly.
* Deal with parent and external stake holders queries - especially in the absence of the HT/DHT and decide how to screen telephone calls, enquiries and requests and handle them or delegate to others as appropriate.
* Deal with emails, correspondence and writing letters, taking dictation and minutes.
* Produce high quality school publications, policy documents, briefing papers, reports and presentations etc as required.
* To provide weekly information to staff, produce and update staff handbook, whole staff academic calendar, weekly newsletters to parents
* Welcome and look after external and internal visitors on behalf of the Head Teacher – ensuring the professional nature of the school is advertised effectively
* Prepare for full and Executive Governing Body meetings and act as Clerk to the Governors
* Produce agendas for whole school meetings/SLT meetings/take minutes at meetings at all levels ensuring efficient and timely returns
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| Provide support for the whole school administration and events |
| * Liaising with the SBM to ensure efficient and effective office management and procedures
* Support the SBM with the supervision of administrative staff to ensure excellent, consistent administrative support is delivered by the school office.
* Supervise the production of correspondence, reports and newsletters and where appropriate, confidential correspondence and reports, ensuring consistency in format.
* Ensure all telephone and personal enquiries are dealt with efficiently and effectively in a way which promotes a positive image of the school
* Support the SBM to ensure a business like office environment and promote good relationships between the SLT – teaching – Admin staff
* Supervise the arrangements for all relevant meetings as requested, including room booking, preparation of materials, hospitality arrangement and minute taking in order to ensure their timeliness and smooth running.
* To organise events, hospitality arrangements, team building days
* To organise all preparation of materials for all meetings/interviews/staff consultation
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| HR Administration |
| * To provide administrative support for all recruitment and selection of staff, insuring all HR procedures are followed and necessary documents are completed for staff appointments.
* To ensure that the Single Central Record is complete and up to date
* To co-ordinate the provision of personnel services for all staff – maintain confidential staff files (To include relevant personal information, including salary assessment, sickness records, attendance, performance management objectives, performance management meeting minutes, references, job descriptions, application form, minutes from interview process, disciplinary meetings.
* Provide administrative support to the HT for complex and confidential personnel matters as and when required.
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| Whole school Administration and Events |
| * Take ownership for various projects to meet the needs of the school in order to achieve project goals and assist the effectiveness of the school and whole school administration.
* Organise and publicise all school events in the community and other school as appropriate.
* Liaise with local press regarding promoting the schools events, successes and to act as the positive promotion officer for the school.
* Follow up communication with parents following parental visits, open days and exhibitions.
* Arrange all prospective parent tours.
* Work alongside the SBM in parent open days, new parents meetings and other transition events.
* To ensure all administrative staff are welcoming, engaging and professional at all times.
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| Other |
| * To carry out other reasonable tasks as directed by the Head Teacher / Deputy Head Teachers / School Business Manager
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**Review Arrangements:**

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required, and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed.

This post is subject to an enhanced DBS. The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.