

Five Acre Wood PA to Senior Leaders

Hours: 37 per week (Mon-Fri, 8.00am-4pm, term time only)

Reports to: PA to Principal

Pay grade: KR7 (actual salary £24,450.60 including FAW Allowance)

Job Description

Purpose of Job:

Provide an efficient and organised administrative service to designated Senior Leaders.

Principal Accountabilities:

- Manage and maintain the designated Senior Leaders' diaries and discuss upcoming appointments, invitations and other requests as required. Add EHCP meetings and Performance Management meetings to relevant electronic diaries.
- Attend and take minutes at internal meetings led by designated Senior Leaders when required. Produce and share agendas for Strategic Teaching and Learning SLT meetings and email action points following the meeting. Attend and take minutes for Safeguarding meetings.
- Produce lesson observation schedules, adding dates to designated Senior Leaders' diaries and informing staff as necessary.
- Work with Deputy Head to organise annual SCERTS course, take bookings and attend on the day to set up/provide refreshments.
- Provide support to Head of School for school events eg music videos and festivals, to include drafting communications to parents, ordering items, collating pupil permissions slips and assisting with timetables, where required.
- Schedule termly EYFS supervision meetings and add to relevant Senior Leaders' diaries.
- Monitor PA and SLT Admin email accounts and highlight urgent correspondence.
- Book meeting rooms, as requested and ensure that rooms are set up with refreshments provided. Manage and approve requests for room bookings.
- Greet visitors and escort them to the relevant location.
- Typing, minute taking and photocopying as requested by designated Senior Leaders.
- Maintain pupil safeguarding files. Log and confirm receipt of pupil safeguarding files.

- Provide admin support to Assistant Head for transition process.
- Cover reception as required.
- Any other duties as requested by designated Senior Leaders, Principal or Principal's PA.

Safeguarding and promoting the welfare of the child

- Promote and sustain a suitable environment in which the child feels safe and comfortable.
- Work within the framework of school policies.
- Undergo appropriate training and be passed as competent before carrying out any care intervention.
- Assist with the supervision of groups and individual students as required.
- Maintain personal and professional boundaries at all times.
- Understand your own role and its limitations and the importance of not providing care where you have not been trained or passed as competent to do so.

Multi-agency working - Know the value and expertise you bring to a team and that brought by your colleagues.

- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.

Sharing information - Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students.

- Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.
- Understand the importance of sharing information, how it can help and the dangers of not doing so.
- Attend staff meetings, training days and management team meetings by agreement with the Headteacher.

Administration / other - Prepare and keep clean materials and undertake minor clerical duties.

- Participate in the school's performance management process.
- Participate in training and other learning activities and performance development as required.

Health & safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

Your duties will initially be as set out in the job description, but this could be amended from time to time to reflect changes in or to the job.

Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
QUALIFICATIONS /TRAINING	<ul style="list-style-type: none"> At least A-C (4-9) Maths and English GCSE or equivalent 	
EXPERIENCE	<ul style="list-style-type: none"> 3 years experience of previously working as a PA Experience of minute taking 	<ul style="list-style-type: none"> Experience of working in an education setting Experience of working with SEN Management of arranging courses and events
KNOWLEDGE	<ul style="list-style-type: none"> Using knowledge, in particular diary management 	<ul style="list-style-type: none"> Knowledge of Ofsted and or audit requirements Safeguarding and safeguarding process'
SKILLS/ABILITIES	<ul style="list-style-type: none"> Good communications skills Excellent IT skills 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> Organised 'Can do' approach Enthusiastic Being discrete, professional, respectful and friendly Being efficient and dependable, while maintaining flexibility to adapt to rapid change, while remaining calm in unexpected or changing situations Ability to work successfully as part of a team Confidentiality To be committed to the school's policies and ethos To be committed to continuing professional development 	
EFFORT/ENVIRONMENT	<ul style="list-style-type: none"> Ability to form and maintain appropriate relationships and personal boundaries with children and young people Emotional resilience in working with challenging behaviours and attitudes to use authority and maintaining discipline To assist with ensuring Safeguarding policies and protocols are correctly followed 	