



## **JOB DESCRIPTION**

### **PA TO THE PRINCIPAL/SLT – Salary Band F**

Line managed by Principal and Vice Principal in her absence

Hours 36 hours per week. Term time only plus 10 days during the school holidays/ half terms or/and as directed by the Principal.

#### **Summary**

To provide professional, efficient administrative support to the Principal and SLT

#### **Specific responsibilities**

1. Provide high quality confidential communications from the Principal's office within Bedelsford School and to OHCAT services. To manage and be responsible for all verbal and written communications on behalf of, and in conjunction with the SLT, ensuring the highest quality presentation of documents, reports and the prompt circulation of all internal and external correspondence.
2. Efficient and effective organisation of all records/files connected with the Principal/SLT's function including efficient management of school calendar and school events and the Principal's, Vice Principal's and Assistant Principal's diaries for Bedelsford and wider OHCAT responsibilities prioritising accordingly.
3. To be the first point of contact for all visitors for the SLT, liaising with all third parties, taking phone calls relating to the SLT ensuring that urgent issues are dealt with promptly and sensitive and confidential matters are handled with discretion at all times.
4. Effective and efficient administration support for the SLT including coordination of trainers, outside visits, conferences and travel arrangements
5. High quality reception and hospitality for the Principal/SLT's visitors and those seeking to communicate with the Principal/SLT including refreshments, travel and on site arrangements
6. Meet with the Principal and Deputy Principal for weekly prioritisation of tasks
7. Schedule and Minute all SLT Meetings including HR related, creating action plans to be reviewed on a weekly basis
8. Liaising and communicating with third parties, including other staff, parents, professional associations and members of the local community on a regular basis e.g. Newsletters, memos
9. Updating management systems as appropriate including data systems and SIMS
10. To produce termly reports for SLT that include: pupil attendance by groups of pupils (boys / girls, PPG, LAC, EAL, Minority Ethnic, medical incidences); staff attendance per term for each school day for the preceding term (Dashboard Data).
11. Amending and updating the staff handbook, coordinating the annual updating of all essential information, procedures, arranging its publication, ensuring its distribution to all staff at the start of each academic year and producing an individual signing sheet for each member of staff to record distribution.
12. Review the school prospectus on an Annual basis ensuring updates achieved on website and packs prepared for distribution to new families and relevant professionals

13. Other administration tasks include ensuring that the OHCAT privacy notice is distributed to all families with signed statements confirming receipt to be maintained.
14. To be responsible for ensuring that the SIMS pupil database contains up to date and accurate information through collating information from other admin staff and SBM. To liaise with HR Coordinator re staff information as needed.
15. To ensure accurate records on SIMS are maintained for pupils entitled to PPG, LAC pupils, pupils with English as an additional language.
16. To prepare and send electronically all pupil related returns and surveys – including but not exclusively the Pupil Level Annual Schools' Census (PLASC), Absence Return and Pupil Count.
17. To oversee archive records as specified within Records and Retention documentation.
18. Reception duties - To cover reception as needed, greet visitors at reception in professional and friendly manner in line with the school's ethos and values, providing advice and information when necessary, seeking assistance if needed. · To be aware of and remain alert to basic security of the building following school procedures; ensuring that all visitors sign in, are issued a visitors' badge and confidentiality is maintained in the office area.
19. To show visitors and prospective parents around the school facilities.
20. Attending all whole school INSET day sessions including twilight sessions and other training as requested by SLT.
21. Reading and being aware of all details in the School Handbook; to understand and follow the principles set out in The Aims of the School and the Code of Conduct. ·
22. Understanding and working in accordance with the OHCAT Equal Opportunities, Health & Safety and other relevant policies. ·
23. Undertaking other duties as required by the SLT, which are considered to be commensurate with the job purpose and grading.
24. Sharing OHCAT's commitment in safeguarding and promoting the welfare of children and young people ensuring confidentiality at all times.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from the Principal or Deputy Principal to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Principal reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.