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| **Job Title:** | PA to the Head of the School and HR Administrator | **Post Purpose** | To support the Head of School with all day to day tasks, provide HR and Admin support for the school |
| **Service:** | Foundry College | **Disclosure** | Full DBS |
| **Reports To:** | Head of the school &  Business Manager | **Location:** | Foundry College |
| **Grade:** | 5 | **Salary:** | SCP 12 – 17 pro-rata  FTE: £22,571 - £24,920  **Actual: £19,388 - £21,406** |
| **Employment Status:** | Permanent | **Hours of Work:** | 37.5 hours per week term time only (8 am – 4 pm) |
| **Professional Behaviors**  Demonstrate professional behaviours appropriate to the role. This includes sustained support for and promotion of the college’s philosophy, culture, ethos and climate for learning, demonstrating both integrity and corporate responsibility within and beyond the learning organisation in relation to policies and decisions. | | | |
| **Professional Standards**   * To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels * To be professional, friendly and fair with pupils, demonstrating standards of politeness and respectfulness that we wish them to emulate * To be friendly, helpful and welcoming to parents and members of the wider community visiting or making contact with college * To provide a good role model for pupils * To develop a relationship with pupils which is professional, fair, caring and friendly, and based upon mutual respect * Using the Relationships Policy, to deal with pupil behaviour in a manner which is appropriate to the context * To deal with pupils in a manner which conveys mutual respect * Not to behave towards pupils in a manner which is aggressive, intimidating, or demeaning in any way | | | |
| **Accountability**  In the first instance the post holder is accountable to the College Business Manager for the above role and for any additional specified responsibilities.  **Current Main Tasks / Accountabilities**  This is not intended to be an exhaustive or definitive list.  You may be required to carry out other duties where necessary.  **In relation to the Headteacher:**   * To provide confidential and professional support to the Headteacher * To act at all times as a welcoming and professional ambassador for the Headteacher and the College * To effectively liaise with the Headteacher and key stakeholders on a daily basis regarding events and actions required * Managing the Headteacher’s incoming post, letters, calls and general communications, ensuring they are dealt with professionally, prioritised for attention as appropriate and responded to in a timely manner. * Preparation and completion of Headteacher’s correspondence including letters, mail merge and email * Effective management of the Headteacher’s diary; planning engagements, regular and ad hoc internal and external meetings * Manage the upkeep of policies and procedures and their regular review * Taking and producing minutes of meetings as required. * Assisting the Headteacher with preparation of reports and presentations if required * To support time-table management with data updates * To work flexibly as a member of the team and undertake such other duties as may reasonably be required to support the Headteacher * Providing a high level of professional and administrative support to the Headteacher * General secretarial activities * To provide administrative support for the Board of Governors as required    Contribute to decision-making and consultation procedures   Report any safeguarding concerns immediately to a Designated Safeguarding Lead  **In relation to College Administration**   * Ensure confidentiality in all matters regarding pupil issues * To accurately manage and develop the use of pupil data (including SIMS, WBC and DFE) * Accurate and timely processing of pupil admissions, maintenance of files and leavers * Accurate and timely processing of pupil exclusions: internal/external/permanent * Timely and accurate completion of attendance data and Colleges Census * Coordinate any concerns or complaints raised to ensure they are dealt with informally, where possible. * Coordinate events held at the college to ensure visitors experience first class customer service. * Co-ordinate HR administration which includes staff on boarding and induction * Maintain the single central record and employee personnel records. * Manage staff sickness absence * Consistently implement all college policies * Manage the communication to parents through letters, schoolcomms, newsletters and website maintenance * To carry out typing, producing quality work and an efficient service for the teaching staff and on site external agencies including outgoing correspondence. * Ensuring adequate personnel systems are in place and adhered to * HR and personnel correspondence as appropriate * Arrange for vacancies within the college to be advertised as requested * Maintenance of college single central record * Management of recruitment processes including applicant contact and ensuring safer recruitment responsibilities are met. Organisation of interview days * Completion of Disclosure and Barring service checks * Monitor training records for whole college * Manage whole college staff induction procedures * Administration of the leaving process for all staff * Record and monitor staff absences, dealing with queries and ensuring leave is logged in Sims and documentation is in place * Ensure all permanent staff are on Sims. Process personnel changes in Sims.  Ensure all pay increases are recorded in Sims. Full attendance records are entered: sickness, leave, unpaid leave, leave of absence, jury service etc * Keep staff list up-to-date for all staff.  Keep joiners and leavers statistics * Have an understanding of personnel policies: e.g., disciplinary, grievance, capability, redundancy, absence monitoring, and equal opportunities   **Other Duties:**   * If needed in an emergency, to undertake exam invigilation * To carry out reprographics work to provide an efficient and effective service to meet agreed deadlines * Support of the Administration Team as and when required * Cover reception duties when required * Engage fully in the college appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the college’s goals and improvement plan * Attend meetings / training and carry out administrative tasks and duties as specified on the college calendar.   **PERSON SPECIFICATION**   * Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.   **E** = Essential to carry out role to minimum  **D** = Desirable but not essential to carry out the role | | | |

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|  | **Essential** | **Desirable** |
| **Qualifications:** | | |
| 5 GCSE Level (A-C/4-9) to include English or equivalent | √ |  |
| NVQ Level 2/3 (administration) or equivalent, or appropriate experience | √ |  |
| Familiarity with local government services |  | √ |
| Familiarity with school environments |  | √ |
| Knowledge of SIMS or school information systems | √ |  |
| **Experience:** | | |
| Proficient in MS Office | √ |  |
| Ability to produce letters, emails and documents | √ |  |
| Numeracy – works accurately with figures e.g. calculate %, cross checking data | √ |  |
| Attention to detail and accuracy | √ |  |
| Excellent general communication, written and organisational skills | √ |  |
| Excellent telephone manner | √ |  |
| Proven ability in capturing, storing and accurately retrieving information to meet service needs | √ |  |
| Ability to set up and maintain record and electronic filing systems | √ |  |
| Ability to communicate effectively with people at different levels using all access channels | √ |  |
| **Professional Skills and Attributes:** | | |
| Experience of an office environment | √ |  |
| Experience of working within a busy, diverse environment | √ |  |
| Previous experience in an office administration role | √ |  |
| **Personal Qualities:** |  |  |
| Ability to work with challenging pupils and deal with them in a calm, assertive manner, if necessary | √ |  |
| A flexible approach to work | √ |  |
| Tact and Diplomacy | √ |  |
| Integrity | √ |  |
| Personal resilience and emotional strength | √ |  |
| A sense of humour | √ |  |