

Job description

Frances Bardsley Academy for Girls and The Bridge are part of the LIFE Education Trust, a family of schools who work together and have the same mission, to build great learning communities which unleash creativity and champion optimism, in a spirit of compassion.

We are looking for brilliant people to join the LIFE family who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Job Title	PA for the Joint Headteachers
Grade	Scale S01.23 - 25
Contract	Permanent
Hours	Term Time, 36 hours, 41 weeks per year
Reports to	Headteacher & Executive Headteacher
Job Purpose	
	<ul style="list-style-type: none"> • To provide managerial, secretarial, personnel, administration and clerical duties ensuring the highest quality presentation of all documents and to organise and present information for reports in a variety of formats. • To support and facilitate pro-active thinking and guidance for the Headteachers, both in terms of operation and strategy. • To manage relevant administrative systems and personnel.
Duties & Responsibilities	
	<p><u>Administration & Clerical duties</u></p> <ul style="list-style-type: none"> • To undertake a full range of secretarial and administrative duties, to ensure the efficient and effective running of the Headteachers' office and daily business. • To manage the Headteachers' diary and appointments including incoming communications e.g. .telephone, email, post etc. • To ensure that correspondence and enquiries or problems are dealt with in an appropriate manner and that strict confidentiality is always maintained, including the management of confidential papers and files. • To ensure the highest quality presentation and accuracy of all documents and correspondence and to organise and present information for reports in a variety of formats. These documents would include emails, briefing papers, reports, presentations, agendas and minutes meeting deadlines as required. • To maintain accurate records and share information with colleagues as appropriate and refer on as required

- To liaise with Parents, Staff, Governors and External Agencies including the Trust, Local Authority, and other organisations, on behalf of the Headteachers as appropriate.
- To ensure key documentation such as policies is updated and circulated to staff and stored on the staff drive; key dates, school day, form tutor list, staff list duty rota and school calendar.
- To ensure the Headteachers are briefed for all meetings, relevant correspondence, documentation, presentation. In their absence refer to relevant member of Senior Leadership Team for action.
- To arrange school visits for the Headteachers including overseeing the itinerary and preparations for a successful programme of visits.
- To make reservations and organise travel arrangements as required for UK and/or overseas visits.
- To arrange any necessary 1-2-1 meetings .
- To organise exit Interviews with staff leavers.
- To assist with all administration relating to OFSTED inspections.
- To oversee the info email box.
- To oversee the staff drive to ensure all documents are up to date.
- To ensure the exclusions process is effectively run complying to all legislation and to compile Suspension letters for students when required, tracking and circulation to ASO's and Teaching staff.
- Liaise with Clerk for PEX meetings; ensure correct paperwork is sent out and authorities notified.
- To own, compile and circulate the weekly Staff / Student/ school newsletter.
- Booking rooms, welcoming guests and serving refreshments for the Headteachers as required.
- Organise and file paperwork, documents and computer-based information.
- Receive visitors on behalf of the Headteacher.
- To meet with the Headteachers on a regular basis to discuss the school calendar and timetable requirements.
- To ensure all policies are date by liaising with key staff and tracking when they need to be updated.

Other relevant duties

- To act as the first point of contact for the Headteachers and the school with external agencies when enquiries are made.
- Be responsible for the school's website, ensuring the content is up to date and compliant by liaising with all stakeholders and IT services to ensure that the information.
- To coordinate all fire marshals and evacuations procedures.

	<ul style="list-style-type: none"> • To provide cover and support for other administrative staff as and when required. • To be a qualified first aider and administer as/ if necessary. • To support the Cover Co-ordinator in daily cover requirements after 11 am. • To act as the Education Visit Coordinator for the school. • To lead on the organisation of the end of term staff events. • To support with the organisation of Prospective Parents' Evening, School Birthday and Speech Night and lead on the ordering of Prospectus' and Postcards for school and 6th Form. • To arrange Year 11 interviews with Headteachers. • To be responsible for the oversight / coordination of the support staff in the school, keeping them update with information that is applicable to them. • To line manage ASO's, receptionists and reprographics and be responsible for their Growth and Development meetings. To contribute to the good order and running of the school by doing any other task deemed reasonable by the Headteachers and commensurate with the grade. • To undertake designated project work, as instructed by the Headteachers, including research, surveys, liaison, and the making of recommendations. • To contribute to the good order and running of the school by doing any other task deemed reasonable by the Headteachers and commensurate with the grade.
General	
	<ul style="list-style-type: none"> • To attend relevant training and meetings as required. • To respect confidentiality at all times. • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To understand and apply school policies in relation to health, safety, welfare and behaviour of students. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy. • The Governing Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteachers to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the job description

Signed: _____ (PA for the Headteachers) Date: __/__/__

Person Specification

Knowledge, skill and experience requirements

PA for the Joint Headteachers		
	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R) Task (T)
Education and Qualifications		
Suitable in working with children and young people	E	A, R
Previous experience of administrative work in a busy school environment	D	A, I, R
Educated to NVQ Level 4 or equivalent	D	A, R
Experience of working successfully with children	D	A, I
Good standard of general education with evidence of qualification and capacity with numeracy and literacy skills	E	A, T
Key Skills and Abilities		
Demonstrate good communication skills, both oral and written, including presentational skills.	E	A, I, T
Ability to use Microsoft Office, including; Word, Excel. Power Point, Publisher & Outlook and other IT applications	E	A, T
Experience of school-based software systems	D	A, T
Ability to work in a busy environment	E	A, I
Ability to work with a variety of Stakeholders	E	A, I
Ability to exchange verbal information clearly and sensitively with children and adults, Clear and direct communicator	E	A, I
Ability to form and maintain good relationships	E	A, R
Strong organisational, project and time management, Able to follow instructions effectively with a proactive and positive approach.	E	A, T
Ability to work effectively with other adults & colleagues in the school, and on own	E	A, I, R
Ability to complete detailed reports, forms letters and minutes taking. Coherent and accurate written style.	E	A, I, R
Ability to inspire and motivate, to lead and motivate a team in a positive and successful way, and able to hold others into account when necessary	D	A, R
Ability to prioritise, plan and provide timely and accurate information	E	T, R
Demonstrable discretion	E	I, R
Attributes		
Reliable, respectful, responsible and conscientious approach. Demonstrates integrity	E	A, I, R
Flexibility to deal with the diverse needs of the post including ability to prioritise when balancing a number of different work requirements and projects	E	A, I, R
Establish and maintain appropriate professional relationships with staff and students.	E	A, I, R
Sense of humour and equable temperament	E	I, R
Able to remain calm and composed under pressure and work to deadlines. Managing own time effectively and committed to getting things done	E	I, R
Demonstrate a commitment to equality	E	I, R
Good understanding of Health & Safety	E	I, R
Understand and implement child protection procedures	E	A, I
Understand procedures and legislation relating to confidentiality	E	A, I
Demonstrate a clear commitment to develop and learn in the role	E	I