

Job Description

MAIN PURPOSE OF JOB

- To act as Personal Assistant to the Head
- To maintain the Personnel Administration
- Ensuring that the Headteacher is fully supported in all aspects of his work, including confidential matters
- Supporting and encouraging the school's ethos and its objectives, policies and procedures

AS HEAD'S PA

- To provide confidential secretarial and administrative support to the Headteacher
- To produce accurate and high quality school publications, eg, the fortnightly Head's Newsletter
- Knowledge and experience of whole school procedures, organisation and structure so that work can be prioritised and synchronised with the requirements of the Headteacher and the School
- Organisation of own workload and priorities on a day-to-day basis using own initiative and knowledge of work
- To meet regularly with Headteacher
- To manage the Headteacher's diary and time including booking appointments, acting as the 'gatekeeper', receiving visitors, providing preparatory support and making travel arrangements.
- To liaise, with tact and diplomacy, with other school staff and others outside the school, including parents and the local community generally
- To develop a rounded understanding of the use of SIMS
- Ensure completion and compliance of all procedures and all paperwork relating to exclusions
- Using discretion in providing information and advice to callers and in referring callers to appropriate staff rather than the Headteacher
- To keep up to date on a variety of issues concerning Education and Personnel
- Responsibility for various budgets
- To take minutes at meetings, as required by the Headteacher
- Co-ordinate advertising and articles relating to the school in educational publications, the local and national press
- To assist in the organisation of key School events

PERSONNEL ADMINISTRATION

- To manage the School's Personnel services to staff
- Maintain accurate personnel and other records, ensuring confidentiality in line with data protection requirements
- To ensure all HR processes and systems are in line with current employment legislation
- To assist the Headteacher with the recruitment process including:
 - Preparation and placing of advertisements
 - Obtaining references
 - Letters of appointment and issue of contracts
 - Completion of all necessary starter paperwork
- Manage all personnel matters including
 - Ill-health referrals
 - Maternity/paternity/shared parental leave
 - Monitoring of absence, sickness and self-certification process
 - Processing leaver and archiving/shredding personnel files

- Manage the administrative processes for staff contract variations
- Run the School's Personnel service including contracts, input and upkeep of SIMS personnel, LGPS pensions; TPA pensions
- Drawing up Salary Statements annually for all teaching staff
- Liaison with Finance Director re salaries, pensions etc
- Provide written authorised documentation to the Finance Director for any staff variations
- Ensuring all safeguarding procedures are in place and adhered to. In particular:
 - Manage the Single Central Record
 - Contribute to the annual Safeguarding Compliance Checklist to RBK
 - Ensure DBS checks for all staff, governors, invigilators and volunteers are in force
- Responsible for the accurate completion and submission of the School Workforce Census
- Provision of information to Head re staffing for Governors
- Arrange for the induction of new associate staff