

Applecroft School



Job Description: PERSONAL ASSISTANT (PA) TO THE SENIOR LEADERSHIP TEAM (SLT)

Applecroft School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

This job description may be amended at any time following discussion between the Post Holder and the Headteacher. It will also be reviewed annually as part of the Performance Appraisal Review Cycle (PARC).

Job Details:

Salary: H5-6 (£17,008 - £19,921)

Contract type: 2 years fixed-term

Reporting to: The Headteacher

Hours: 9am - 1pm (20 hours per week), term-time only plus 5 additional days (or 20 hours) per academic year.

JOB PURPOSE:

Provide an efficient and effective administrative support service to the Headteacher and SLT which contributes to the smooth running of the school.

JOB SUMMARY:

- 1) Provide an efficient and effective administration support service to the Headteacher and SLT to ensure they can undertake their roles efficiently
- 2) Act as a point of contact with the Headteacher, using discretion and ensuring all visitors and callers receive a professional response and are dealt with by the appropriate person
- 3) Liaise daily with the Headteacher regarding the events of the day and follow up on any consequential actions
- 4) Provide PA support to the Headteacher and all members of the SLT as required
- 5) Oversee, maintain & communicate the agenda, minutes and records of SLT meetings, maintaining records and ensuring their completeness
- 6) Show confidentiality and discretion at all times.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1) Support for the Headteacher and Senior Leadership Team

- 1.1 Support the Headteacher in the delivery of their roles and responsibilities
- 1.2 Support the Headteacher, Deputy Head and Assistant Headteacher with internal and external correspondence, including emails, referrals and the organisation of their calendars and meetings including relevant communication of meetings to all parties
- 1.3 Manage all correspondence and related confidential work for the senior leadership team when and where appropriate

- 1.4 Lead the organisation and minuting of meetings on behalf of the Headteacher and the Senior Leadership Team and any subsequent communication with staff, parents, trustees, external agencies and children
- 1.5 Provide hospitality and make arrangements for visitors as requested by the SLT
- 1.6 Support the administration and organisation of key events on behalf of the Headteacher and Senior Leadership Team
- 1.7 Provide agendas and record and minute SLT, appropriate Trustee and other meetings as directed by the Headteacher. This will include confidential meetings and the regular working of times beyond the school day and on occasion, evening work
- 1.8 Assist and work closely with the Headteacher, members of the SLT and other staff in the compiling, collating, completing of data returns including annual workforce census
- 1.9 Coordinate and oversee the production of the weekly staff bulletin, newsletters, school office display screen and communications from the school to parents/carers
- 1.10 Update and maintain the school website and social media accounts.

2) Recruitment and Record Keeping

- 2.1 Lead recruitment on behalf of the Headteacher and SLT including advertising, organising the selection process, carrying out all safeguarding and HR checks and requirements as necessary and ensuring all safer recruitment processes are followed and met
- 2.2 Lead the processing of recruitment of staff through the preparation and dissemination of letters, application packs and other such activities
- 2.3 Ensure all processes are followed correctly to satisfy the requirements of Safer Recruitment, including investigation of gaps in employment history, certificates and suitable documentation to satisfy Right to Work in UK legislation
- 2.4 Assist the Headteacher and members of the SLT with the advertising, recruiting, interviewing and appointing of staff
- 2.5 Liaise with the IT administrator to ensure all new staff are set up on all school-based systems and that leavers accounts are disabled
- 2.6 Liaise with the Finance & Business Manager to ensure all new staff and/or leavers are set up appropriate with payroll.

3) HR Support

- 3.1 Provide support where required in the delivery of an effective HR service and have an oversight of all matters relating to the effective implementation of HR matters
- 3.2 Maintain the employee element of the Single Central Record and ensure that is updated after each staff appointment and is reviewed regularly with the Headteacher / Finance & Business Manager
- 3.3 Keep accurate records of staff development and non-statutory training, managing the personnel files of all staff both manually and electronically
- 3.4 Verify staff absence forms, communicate the outcome with staff, update communication channels and make cover arrangements in liaison with the Deputy Headteacher
- 3.5 Create and maintain spreadsheets for all staff absences/sickness in liaison with the Senior Administrator and Deputy Headteacher
- 3.6 Oversee the staff induction and probation process, organising events and where necessary cover, in liaison with SLT and the new member of staff
- 3.7 Ensure staff induction and probation paperwork is submitted in a timely manner and keep personnel files up to date.
- 3.8 Provide Staff Data Analysis as required to support HR, Payroll and budgeting e.g. Absence Analysis, Staff Late Analysis, Overtime Analysis in liaison with the Headteacher and Finance & Business Manager

- 3.9 Ensure the school's policies are updated in a timely manner and changes are clearly communicated to parents and followed by all staff in school; providing guidance and support as required
- 3.10 Support the recruitment process as required, including raising requisitions on the Trusts applicant tracking system, arranging interviews, supervising candidates throughout the process, and ensuring safeguarding requirements are met, including references and DBS checks
- 3.11 Support the Principal with the recruitment of supply staff where necessary and oversee the approval of timesheets in liaison with the Headteacher and Finance & Business Manager
- 3.12 Maintain policies and procedures relating to HR
- 3.13 Liaise with all new staff regarding any contractual issues or pay queries
- 3.14 Ensure emergency contacts and procedures are in place including for unexpected closure and in the event of a critical incident
- 3.15 For HR related matters, and in liaison with the Headteacher, liaise with the school's HR contractor regarding any HR disputes, seeking guidance and support where relevant
- 3.15 Attend HR meetings as a note taker when required
- 3.16 Be responsible for maternity, paternity and shared parental leave documentation liaising with the school's HR contractor as necessary
- 3.17 Maintain all employee contracts including for new staff, in-year changes and leavers.

4) Records Management

- 4.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

5) Other Responsibilities

- 5.1 Promote the School's vision of 'being a positive and inspiring community that nurtures each individual and empowers leaders for life' and mission statement 'nurturing potential, inspiring minds, changing lives'
- 5.2 Champion the School's values of 'Ambition and Leadership', 'Respect and Honesty', 'Kindness and Supportiveness' and 'Determination and Resilience'
- 5.3 Contribute to the wider life of the School and its community
- 5.4 Carry out any such duties as may be reasonably required in the context of the role

6) Safeguarding

- 6.1 Work in line with statutory safeguarding guidance e.g. Keeping Children Safe in Education, PREVENT, and the school's safeguarding and child protection policies
- 6.2 Work with the school's Designated Safeguarding Leads (DSLs) to promote the best interests of pupils, including sharing concerns where necessary
- 6.3 Promote the safeguarding of all pupils in the school.