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| **Job Description**  **Teachers and Support StaffBeckfoot Trust Logo (cropped)** | |
| **Role:** | **PA to Headteacher** |
| School: | Beckfoot Oakbank |
| Salary/Grade: | Band 8 |
| Reporting to: | Cluster Business Lead |
| **Core Purpose of the Post:** | |
| The PA will work closely with the Headteacher and Leadership Team to ensure the Trust’s administration and PA work runs efficiently and contributes to our core purpose to create remarkable schools where no child is left behind.  Specifically taking responsibility for:   1. Provide a comprehensive and professional Personal Assistant service undertaking organisational and administrative processes for the Headteacher. 2. Provide support to the Leadership teams when required. 3. Lead and support the school’s Marketing Strategy.   You may from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.  This is a school based role that will involve contact with children. | |
| **Main Duties and responsibilities:** | |
| Organise workload and prioritise on a daily basis using own initiative and knowledge of the work with minimum supervision from the Headteachers.  Act as PA to the Headteacher including:   * Diary management * Clerk for meetings which Headteacher chairs, including Senior Leadership Team * Manage correspondence, maintaining a high standard of communication in all contact and approaching sensitive matters with tact and diplomacy * Travel arrangements * Visitor management * Expenses * Travel arrangements   Provide administrative support to the Headteacher and Leadership Team. This may include:   * Filing * Photocopying * Correspondence * Other ad hoc project work   Be the first point of contact for the school in relation to corporate queries or complaints. Manage/escalate complaints.  Work with staff in the school and across the Trust to co-ordinate an efficient Trust administration service. Act as a central point of contact where needed.  Take responsibility for administration.   * Co-ordinating all diary activity linked to the Headteacher calendar * Corporate record keeping including keeping up to date information for the School and the school Website * Annual subscriptions and memberships * Work within an agreed budget, co-ordinate its use and ensure it delivers value for money * Meeting planning and preparation * Attend meetings and where requested provide a clerking/notetaking service   Maintain an effective documentation library for the school including:   * Organisation of shared ICT records * Organisation of Office 365 resources * Local School Committee records and documentation * Trust CIT training records   Take responsibility for local communications including:   * Represent the school within the Beckfoot Trust communications group and initiate any marketing strategy from this. * Manage the marketing spend and ensure activities are planned within agreed budgets. * Identify relevant community-based initiatives in which the school can play a relevant part, to support awareness/positive brand perception and community involvement. * Implement the marketing and promotional activity for the school including online marketing, social medial, local advertising, relations with the press and management of internal branding and corporate message. * Manage the promotion of events (Open Days, Results Days, celebration events etc.) and spearhead the organisation in conjunction with the appropriate member of SLT. * Develop and maintain the content for the school’s communication vehicles, e.g. the website keep it up-to-date with recent news items on a timely basis and increase the access/usage by parents. * Develop and manage relevant marketing based communications with prospective and existing parents. * Advise the Headteacher of the best way of taking photos around school for Trust matters, School website, news articles, social media etc. | |
| **Supervision and range of decision making:** | |
| * Responsible to the Cluster Business Lead but taking day to day direction from the Headteacher. Exercises initiative in the performance of delegated duties. Seeks necessary advice where appropriate based on own judgement of situations. * You will be expected to make decisions autonomously and exercise considerable initiative in performing delegated duties, dealing with all complex issues as and when arises; including those outside of established policies and procedures. * You will always have regard to the rules and regulations that govern the financial and corporate compliance requirements of a public sector organisation. You will ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust | |
| **Communications and working with others:** | |
| * To communicate with Headteacher, Leadership Team and school staff at all levels. Externally to communicate with Trust stakeholders including families, suppliers and other schools and Trusts at all levels. As necessary to work with educational agencies including CBMDC, DfE, ESFA and Ofsted, professional advisors and regulatory bodies including HSE and ICO and Professional Associations. | |
| **Resources:** | |
| * Confident user of relevant equipment/complex ICT packages including Microsoft 365 * Manage and maintain storage of files, stock and supplies within an agreed budget, cataloguing resources and undertaking audits as required * Provide general advice and guidance to staff, students and others. * Take responsibility for the organisation and safe-keeping of office equipment, master keys and key cabinets etc. * Assist with marketing and promotion of the school * Undertake complex financial administration procedures to inform decisions. * Assist with the planning, monitoring and evaluation of budget | |
| **Professional development:** | |
| * To participate in training opportunities and professional development as required | |
| **Other Considerations:** | |
| * To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school’s nominated Child Protection Co-Ordinator or the Headteacher. * To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carer files. * Accept and commit to the principles underlying the Schools Equal Rights policies and practices. * Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act. * Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours. * To participate in and organise extracurricular activities, such as outings, social activities, and sporting events; including a willingness to participate in occasional overnight visits. * This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you. * Must be legally entitled to work in the UK. | |
| **Safeguarding:** No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required). | |
| **Advanced Threshold Fluency Duty Required:** In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can:   * Express themselves fluently and spontaneously at length effortlessly. * Explain difficult concepts simply without hindering the natural smooth flow of language. * Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school. | |
| **Notes:** This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade and is not a comprehensive list of all the duties and responsibilities of the post. Successful postholders should not refuse to undertake work, which is not specified on this form and the job description may be amended at any time in consultation with the postholder.  Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment.  The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition | |
| **Date:** | 24/08/2021 |

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| Logo  Description automatically generated**Person Specification – PA to Headteacher and the leadership Team** | | |
| **Role:** | PA to Headteacher and Leadership Team | |
|  | **Essential Requirements** | How  Identified |
| **Qualifications** | GCSE (A-C) English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 4. | Application |
| **Experience** | Experience of using Microsoft Office including the management of electronic diary systems  Experience of supporting in-house events, conferences, meetings and be an effective note taking  Experience of collating, preparing and producing reports  Basic knowledge of schools and how a school is run | Application  References  Interview |
| **Training** | Commitment to own personal and professional development.  Evidence of continued professional development | Application Interview |
| **Knowledge,**  **Skills and**  **Ability** | Excellent communication skills, with a high level of accuracy whilst paying attention to detail.  The ability to set priorities to enable work to be done effectively under pressure and to meet deadlines.  Evidence of continuing and relevant professional development.  Ability to relate well to children and adults.  To be responsible for promoting and safeguarding the welfare of children and young people within the school. | Application Interview |
| **Personal**  **Circumstances** | Must be legally entitled to work in the UK (Asylum & Immigration Act 1996) Must have the ability to be flexible and work to the requirements of a busy school  Interest in the school’s wider role in the community | Application Interview |
| **Disposition and Attitude** | A passion for education and a deep-felt desire to make a difference for young people.  To possess educational vision underpinned by values  To operate in line with the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Humility: a recognition that the more you know, the less you know! Not being afraid to say ‘I don’t know’.  Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of other’s sensitivities; to have personal pride and lead by example.  Be happy to get your hands dirty. Don’t ask people to do things you wouldn’t do yourself.  Understand the importance of work/ life balance.  Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism.  Desire for significant professional development. | Application  Interview  References |
| **Physical** | Resilient  Excellent attendance and punctuality. | References Interview |
| **Equality** | A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice. | Application Interview |