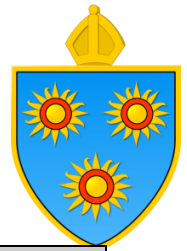


ST EDMUND'S CATHOLIC SCHOOL

'A learning community, a faith community, a vibrant, forward looking community'



ST EDMUND'S CATHOLIC SCHOOL JOB DESCRIPTION PA to the Headteacher

Salary: KSE
Hours: 37 hours per week, 39 weeks a year
Contract type: Full Time, Permanent
Reporting to: Headteacher

Main purpose of role:

To provide a full, comprehensive range of personal, confidential and secretarial support to the Headteacher and Senior Leadership Team.

All Staff Responsibilities:

- To be committed to safeguarding and promoting the welfare of children and young people within the school.
- To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference, and ensure equal opportunities for all
- To attend and support appropriate meetings/courses and to undertake any training as deemed necessary to keep abreast of development.

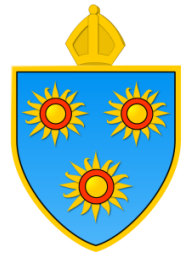
Duties & Responsibilities:

General

- To maintain the Headteacher's diary, liaising as necessary with KCSP, students, staff, parents/carers, members of the Local Governance Committee (LGC) and outside organisations etc. to organise meetings.
- To arrange cover for Teaching and Support staff where necessary daily when sickness or any other absence is reported or requested.
- Updating school policies and other staff documents.
- Co-ordinate and manage the Headteacher's actions and responsibilities regarding minutes, letters, emails and other forms of communication ensuring that the Headteacher responds promptly and appropriately.
- To attend meetings and take minutes as required by the Headteacher.
- Act as the main source of information, guidance and advice for staff across the school on the Headteacher's work and provide draft responses on behalf of the Headteacher to internal and external correspondence where appropriate.
- Liaise with students and/or parents in person, by email and by telephone in issues of a personal, confidential or disciplinary nature.
- To work alongside the school's office teams and be willing to support when necessary.
- To assist with ensuring that the premises are properly prepared for all events, functions and other occasions within the school calendar.

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- Open days/evenings & school events: To update the school prospectus and marketing materials i.e. options booklet etc. and maintain them on the school website.
- Regularly review the school website to ensure information is up-to-date and accurate.
- Act as the first point of contact for LGC members, maintaining a rolling programme of policies for review.
- To liaise with members of the LGC regarding interview panels, disciplinary committees etc.
- Manage and undertake all exclusion paperwork, liaising with all necessary stakeholders and ensuring all paperwork and reports meet legislative requirements and best practice guidelines and are accurately produced. Complete exclusion returns to KCC in a timely manner. Provide data for LGC Meetings and the Census when requested.
- To manage and update all records in relation to staff training including renewal dates.
- To manage and update organisation charts of the school's staffing structure.
- To update the GDPRIS site when data breaches occur or when Subject Access Requests (SAR) are received etc.
- To undertake any other reasonable tasks related to the post as required by Line Manager/Headteacher.

Line Management

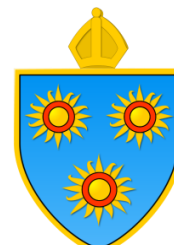
- To undertake direct line management responsibilities for the Receptionist and Admin Assistant to include recruitment, leading, motivating, managing and appraising, ensuring they possess the knowledge and skills necessary to carry out their tasks in an efficient and effective manner.

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

The job holder may be asked to work at other schools within the Kent Catholic Schools Partnership Trust.

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Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good general standard of education, preferably to at least NVQ2 or equivalent • First aid at work qualification or a willingness to work towards qualification (appropriate training will be provided as necessary) 	Hold GCSE Maths and English pass grade C or 4, or equivalent
Specific Skills, Experience and Knowledge	<ul style="list-style-type: none"> • Experience of working with confidential information • Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Word, Excel spreadsheets, PowerPoint and database functions. • Interpersonal, organisational and administrative skills. • Ability to develop and maintain effective computerised and manual filing systems. • Ability to draft correspondence and produce documents of a high standard. • Ability to organise and prioritise workload to achieve deadlines. • Commitment to equalities and the promotion of diversity in all aspects of working. • Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems. • Knowledge of the School's Record Retention Policy and freedom of information protocols and an awareness of the requirement for this policy and protocol. • Awareness of Data Protection and confidentiality issues. • An awareness of and work within national legislation and school policies and procedures relating to Health and Safety. 	Previous experience of Arbor or equivalent
Personal Qualities	<ul style="list-style-type: none"> • Excellent record of punctuality and attendance • Excellent written and verbal communication skills • Excellent organisational capabilities • Able to remain calm under pressure, to prioritise work, to work effectively as part of a team and to manage change • Exhibit initiative, confidence, flexibility, adaptability & resourcefulness. • Continually looking at ways to improve quality of service • Willing to undertake relevant training to develop performance • Supportive of the School's Catholic Ethos 	Desire and potential to progress to further promotion