

**JOB DESCRIPTION  
SENIOR ADMINISTRATOR/PA**

<b>Job title:</b>	<b>Senior Administrator/PA</b>
<b>Reporting to:</b>	Principal
<b>Working with:</b>	Principal, SLT, Teaching and Associate Staff, Central Trust Team

**Purpose of the job:**

- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling The Trust's values in all aspects of the role.
- To provide administration support for Morehall Primary and Martello Primary.
- To be the main point of contact between the Principal and the Trust and school community.
- To be an ambassador for the Trust, its vision and values in all your activities and interactions.

**Key Duties and Responsibilities**

Administration

1. To provide administrative support for Morehall Primary and Martello Primary.
2. To take minutes of meetings.
3. To act as the Receptionist for Morehall Primary and Martello Primary providing the first point of contact for all correspondence and phone calls when required.
4. Work with the Senior Leadership Team to produce and maintain the school calendar.
5. To operate standard office equipment, e.g. photocopier, voicemail etc...

PA to the Principal

1. To act in the role of PA for the Principal, as necessary.
2. To organise meetings, ensuring that all relevant paperwork is distributed in advance.
3. To communicate on behalf of the Principal where appropriate.
4. To organise and maintain the Principal's calendar, planning, coordinating and ensuring the Principal's schedule is fit for purpose.
5. To be an ambassador, acting with intelligence, courtesy and discretion accordingly.

## Personnel

1. To liaise with the Principal and Trust Administrators on the recruitment of new staff at Morehall and Martello.
2. To liaise with the Principal re the setting up of interviews for new staff.
3. To support the induction of new members of staff.

## Communication

1. To update Morehall Primary and Martello Primary websites.
2. To lead on the updating of social media accounts for Morehall and Martello in liaison with the Principal.
3. To collate and publish the school newsletters.
4. To investigate ways of improving communication with parents and to enhance the reputation of the school.

## Events and Trips

1. To support with the administration of all events and trips, including school tours, Open Mornings, Parents' Evenings etc.
2. To welcome and look after external visitors on behalf of the Principal to ensure the schools are an environment that represents high standards as well as that refreshments are available.

## Other

1. To play a full role in the life of the schools.
2. To input student data into SIMS as required
3. To line manage members of the administration team.
4. To produce reports/information/data as required.
5. To be familiar with policies and procedures and to ensure these are followed.
6. To undertake any other duties as reasonably requested by the Principal.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.