

The Norton Knatchbull School

Job Description

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| **Job Holder:**  **Job Title: PA to the Headteacher, HR (Recruitment/SIMS Personnel) & CPD**  **Salary: Kent Range 8**  **Responsible to: Headteacher**  **Contractual Hours: 37 hours per week, term time including Inset Days + 5 days in the school holidays by arrangement with the HT** |

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| 1. **PURPOSE OF JOB**  * To act as confidential PA to the Headteacher. * Assist Headteacher and School Business Manager with HR and recruitment processes. * Manage and maintain the school calendar and diary * Oversee the school’s responses to admissions appeals |

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| **2. PERSON SPECIFICATION:**   * Dynamic, professional, positive and resilient. * Has high expectations of self, colleagues and students. * Has a capacity for sustained hard work; maintaining attention to detail and high standards of punctuation and grammar. * Has strong organisational and interpersonal skills. * Manage confidential and sensitive information with discretion * Commitment to equality of opportunity for all students. * Clear understanding of accountability and line management. * Good level of education to at least GCSE standard or equivalent. * Up to date knowledge and practical experience of current hardware and software packages. * Minimum of 5 years’ experience within an office environment, preferably within school administration. * Experience of supervising/managing staff. * Experience of managing conflict and negotiating. * Able to work under pressure and use own initiative. |

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| 1. **DIMENSIONS**   **No Budget**  **Access to and maintenance of confidential and sensitive information**  This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.  The post holder may be required to deal with a range of stake holders both internal and external and carry out any duties as required by the Headteacher and Governing Body. |

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| 1. **PRINCIPAL ACCOUNTABILITIES:**  * Maintain Headteacher’s diary. * Act as a 1st point of contact for the HT, filtering mail and telephone calls & forwarding as necessary * Organising meetings and roomings when required by the Headteacher; preparing agendas and taking minutes as required. Ensure HT has papers for forthcoming meetings. * Assist with other administrative duties required by the Headteacher. (e.g. currently i/c School Handbook, Parental Surveys, Letters, Filing, Exclusions…) helping to prioritise items to be dealt with. * Provide welcome and hospitality to HT visitors. * Oversee the maintenance and publication of the School Calendar, i/c review and publication of school term dates and liaising between SLT and School Office re. scheduling of events. * Support the HT, other Senior Leaders and the Office in the planning and organisation of special events. * Liaise with DCM to maintain an overview of events in school in order to identify and generate news items for publication. * Assist the Headteacher and School Business Manager in the recruitment processes of the school; adverts, references, application and interview packs. * Organise interview and selection processes. * Carry out DBS checks as part of the recruitment processes and maintain the school’s Single Central Record. * Maintain staff data on SIMS and staff personnel files. * Ensure all paperwork/forms regarding HR is completed and sent off to Judicium/Payroll/DfE (inc. Workforce Census) * To keep a record of all staff absences and keep an up-to-date data base and support the HT in absence management. * Manage induction programme for new colleagues; provide reminders of school routines * To draw up the holiday attendance arrangements for support staff and to ensure that the arrangements are approved and disseminated. * Liaise with Finance to manage and maintain Benevolent Fund. * Book all the external CPD sessions for all staff. * Ensure all CPD forms are completed and sent to CPD Co-ordinator * Keep an up-to-date spreadsheet of all the costs of the external CPD sessions. * Act as point of contact (for parents and KCC) re. Appeals i/c the preparation of packs. * Undertake project/research work as required * Provide cover to Clerk to Governors * Liaise with other members of the Finance/Administration team to ensure all are informed of current developments; and to support in their absence to cover tasks as required. * Undertake any other reasonable duty as required by the Headteacher. |

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| 1. **SCOPE FOR IMPACT:**  * The post holder works closely with the Headteacher to assist in the smooth administration of running the school. |

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| 1. **JOB CONTEXT:**  * The post holder has regular contact with staff, pupils and parents and is the first point of contact for queries and complaints. This often involves exposure to sensitive and confidential information. * The post holder meets with the Head daily, to feedback on certain issues but sets own agenda and daily tasks. * The post holder has regular contact with external agencies. |

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| **SAFEGUARDING**  The school is committed to the safeguarding of children; all employees will receive training on  Child Protection and need to have read the Child Protection Policy.  **HEALTH SAFETY**  To take delegated responsibility for the implementation of the Act in the area where they work as  outlined in the schools Health& Safety Policy. |

Agreed By ................................................................................. Date....................................

Job Title

Agreed By ................................................................................... Date.....................................

Headteacher