



Marden High School

Job Description: PA to Leadership Team

Reporting to:	SLT/Office Manager
Responsible for:	N/A
Start date:	Flexible but by Monday 10 December 2018 at the latest
Contract:	Permanent (Full time)
Salary:	Grade 5
Hours:	8am until 4pm – Monday – Thursday 8am until 3.30pm - Friday

The Role

As the Personal Assistant to the Senior Leadership team, you will play a crucial role in ensuring that the members of SLT are best equipped to lead Marden High School. In this role, you will assist with SLT key priorities by providing essential administrative support, strategically managing their diaries and being involved in a wide range of other projects.

Full time, 37 hours a week over 46 weeks per annum.

Key Responsibilities

PA Support

- Support SLT in a full administrative capacity, including:
 - maintaining efficient and effective systems for filing and organising correspondence, ensuring discretion and respecting confidentiality
 - managing SLT diaries and appointments
 - producing correspondence and reports, sometimes of a confidential nature
 - dealing with all phone calls and personal enquiries efficiently and professionally
 - arranging and assist with meetings as requested, including booking rooms, providing refreshments, preparation of materials and minute taking, in order to ensure their timeliness and smooth-running
 - assisting with data management
 - Meet and greet visitors, displaying due courtesy and tact, to ensure that visitors are welcomed into a friendly and professional environment

General Administrative Support

- Communicate and liaise with staff, students, parents, governors, Marden High School staff, members of the local community and other external parties as appropriate
- Provide general clerical and administrative support for teaching staff, including maintaining records, make room bookings, maintain office systems, undertake typing, word processing and other IT based tasks
- Assist with the writing and compilation of the school newsletter and other school documents and publications
- Take messages, answering queries and providing information (including from/to members of the public, staff and students) and reception duties in the absence of the receptionist
- Maintain a presence around the school to ensure that the highest standards of behaviour are upheld
- Organise the administrative elements of key events and visits in the school calendar including coordinating and planning for all practical arrangements
- Ensure post (in and out) is completed each day
- Ensure the working environment is to a professional standard eg clear desk policy
- Be proficient in the use of SIMS
- Provide refreshments for visitors
- Ensure that office equipment, stationery and other office consumables are ordered in accordance with purchasing procedures

Other

- Carry out other reasonable tasks as directed by members of SLT.
- To carry out first aid duties, if required
- To undertake fire marshal duties, if required
- To undertake any other professional duties as set down in the Marden High Schools pay and conditions of service document, and as directed by the Office Manager
- To be willing to undertake appropriate training in line with contractual duties
- To be flexible in regards to working hours
- Attend and support out of hours school events eg school performances

This job description is typical of the duties that the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Person Specification: PA to Leadership Team

Qualification Criteria

- Good general level of education, including GCSE Grade C or above in English Language or equivalent.
- Relevant clerical qualifications and/or several years' experience

Knowledge, Skills and Experience

- Experience of running effective administrative processes, preferably in a school environment
- Excellent organisation and time-management skills
- Excellent communication skills
- High level of proficiency with Microsoft Office and SIMS
- Able to build relationships across a range of stakeholders and anticipate the needs of others
- Able to manage several projects at once, prioritising accordingly to meet deadlines
- Able to take ownership of tasks and work with minimal supervision
- Ability to work quickly, accurately and on your own initiative
- Work constructively as part of a team: supporting colleagues, understanding school rules and responsibilities and your own position within these
- Ability to self-evaluate learning needs and actively seek learning opportunities

Personal Characteristics

- Genuine passion for and a belief in the potential of every pupil
- Deep commitment to Marden High School's mission of providing an excellent education to every student regardless of background
- Helpful, approachable, positive and able to stay calm and diplomatic under pressure
- Have outstanding standards and a keen eye for detail
- Keen to learn and further develop own skills
- Excellent interpersonal skills with children and adults
- Able to take direction but also able to take initiative when required
- Exercises sound judgement, especially relating to confidentiality and discretion

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS and Disqualification by Association check.