

## Brentwood Ursuline Convent High School



### **Job Description** **HR Administrative Assistant and Assistant to Headteacher's PA** **September 2022**

<b>Job Title</b>	HR Administrative Assistant and Assistant to the Headteacher's PA (Secondary)
<b>Grade</b>	2020 Scale 4 (Point 6-7)
<b>Reports to</b>	Headteacher
<b>Liaison with</b>	Headteacher, other staff, visitors, pupils, parents, ECC staff, Governors
<b>Job Purpose</b>	To provide an efficient and professional secretarial and administrative support to the Headteacher's PA in terms of HR and supporting the Senior Leadership Team.
<b>Duties</b>	<ul style="list-style-type: none"><li>• To provide confidential secretarial and administrative support to the Headteacher in the form of typing, word-processing, filing etc</li><li>• To use own initiative to deal with telephone calls and correspondence including email</li><li>• To take minutes at meetings as required and circulate as appropriate. Specifically this may include staff meetings, student meetings, personnel meetings. Type minutes from SLT and HOY meetings and distribute as appropriate</li><li>• To arrange refreshments for HT/DHT visitors/job applicants as required</li><li>• To oversee incoming and outgoing post</li><li>• Undertake recruitment administrative tasks as required eg references, id cards, pigeon holes</li><li>• Assist in the event of a fire alarm</li><li>• Assist in maintenance of confidential personnel files including Performance Management and Lesson Observation records.</li><li>• To provide customised reports including use of SIMS.net reporting tools.</li><li>• To be aware of changes to SIMS Personnel system, e.g. following upgrades</li><li>• To maintain the schools' staff emergency contact list, Critical Incident procedure and student/parent severe weather communications.</li><li>• Uploading documents to Sharepoint and website if required.</li><li>• Maintaining HT boards including Theme of the Week and School council boards.</li><li>• To regularly review, update and maintain the schools Staff handbook</li><li>• Assist Headteacher, Headteacher's PA and SLT in the administration of their whole school responsibilities.e.g.</li></ul>

- Maintain Staff Lists (various), HODs and HOYs list, Telephone List, Form Tutor etc
- Maintain Initial Safeguarding Pack and reply slips
- Administrative support for Lesson Observation schedule and staff Performance Management
- Administrative support for staff absence requests, CPD, sickness absence
- Updating SIMS records eg car details
- Producing student quick letters for SLT
- Staff Fund administration
- Administrative support for student requests for absence
- Whole School / Whole Year communications via DoNotReply

### **General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job skills and grade

### **PERSON SPECIFICATION – Secretarial ‘F’ (Secondary)**

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of administrative work in a busy school environment Educated to NVQ Level 3 or equivalent
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use photocopier Ability to use word processor and basic databases
<b>Communication</b>	Written	Ability to complete forms, write routine letter

	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of the learning experience provided by the school in relation to the role
	Child Development	Understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Line Management	Ability to lead and motivate a team
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance