School Administrator and Personal Assistant to the Headteacher and Deputy Headteacher

The Personal Assistant to the Headteacher and Deputy Headteacher will demonstrate:

- A high degree of discretion, integrity and efficiency.
- Strong attention to detail and effective record keeping.
- A proactive approach to seeking missing information and to problem solving.
- A willingness to be a member of the school office team providing responsive administrative and clerical support for the school.
- Exceptional organisation with high attention to detail, accuracy, the ability to prioritise tasks and to ensure absolute discretion and confidentiality.
- An ability to use Engage and CPOMS. (Training will be provided if needed).
- A secure understanding of Attendance and Safeguarding regulations.
- Excellent verbal and written communication skills for communicating with staff, parents, external agencies and inspection teams.
- The ability to work in a fast-paced, ever-changing environment where no two days will ever be the same.

Key Responsibilities

1) **Attendance and Registration Administration**
    - Oversee all requests for Leave of Absence, responding to and liaising with parents and updating Engage accordingly
    - Record sports fixtures, study leave and pre-planned absences on Engage.
    - Run twice daily missing register reports for morning and afternoon registration; follow up directly and promptly with teaching staff to ensure that the register is complete.
    - Carry out daily register checks to ensure that each child is accounted for and the correct codes from the Department for Education's, Working Together to Improve School Attendance are used.
    - Run attendance reports on a regular basis to track levels of attendance, proactively alerting the Pastoral Leads and the DSL of any trends.
    - Take an active role in the implementation of the Missing Pupil policy.
    - Assist the Attendance Lead/DSL with parental meetings linked to attendance.
    - Report absences to external agencies as required.
    - Ensure that parents receive regular updates regarding their child's attendance; including promoting high levels of attendance.

2) Safeguarding Transfer Administration

- Oversee the safeguarding transfer process, liaising with schools and other settings to initiate transfer of records to and from the school in line with statutory guidance.
- Where paper records are to be transferred, overseeing their delivery by secure post.
- Immediately alerting the DSL of incoming CPOMS files or sensitive records.
- Ensuring compliance with the timescales stated in KCSIE.

3) Safeguarding Training Administration

- Maintain a list of school staff ensuring that safeguarding training has been completed in line with statutory requirements.
- Liaising with providers and staff about safeguarding training and/or arranging for staff to attend training delivered by the DSL.
- Maintaining copies of certification of all safeguarding training including that of the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Leads (DDSLs).
- Maintain other training records/staff declarations as directed by the Deputy Headteacher.
- Actively engage with staff to ensure that the training is completed within the deadlines provided by the Deputy Headteacher.

4) Staff Recruitment Administration

- Place advertisements for jobs, as provided by the Headteacher or Deputy Headteacher.
- Respond to queries from applicants.
- Receive application forms and collate ready for review by the Headteacher and Deputy Headteacher in time for the closing date.
- After shortlisting, arrange interview and interview packs for the panel.
- Attend the interviews to ensure compliance with HR and safer recruitment processes. Complete the interview checklist.
- Communicate outcomes to the shortlisted candidates.

5) School Policy Administration

- Inform staff of the policies that require updating; liaising with IT Manager to ensure that staff will have the required access for this process.
- Ensuring that policies are completed by the deadline set by the Deputy Headteacher.
- Informing the Deputy Headteacher when a policy is ready for review.
- Maintain a list of staff and ensuring that they have signed the policy declaration form.

6) Administrative support for the Headteacher and Deputy Headteacher

- Providing daily, responsive administrative and clerical support for the Headteacher and Deputy Headteacher.
- Ensuring that the Headteacher and Deputy Headteacher receive regular updates.
- Oversee the publishing of the weekly overview and its distribution to staff.
- Oversee the booking of staff appraisals and review meetings.
- Proofread letters and reports.
- Diarise forthcoming events and ensure that communication is sent in good time.
- Type up and distribute meeting minutes.
- Type up documents and gather data as requested by the Headteacher or Deputy Headteacher.
- Ensure that the Headteacher and Deputy Headteacher have copies of next of kin forms and parent contact details for all residential trips.
- Collate and distribute the School Development Plan.
- Distribute and collate school questionnaires sharing summaries with the Headteacher and Deputy Headteacher.