****

*Our Vision:*

 *To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.*

**Shirley High School**

**Performing Arts College**

***Striving for Excellence***

**Job Description:**

Post: PA to Principal / Head of Admin

Line Manager: Principal

**Areas of responsibility and guidance:**

**Management:**

* Overseeing and line managing all admin staff within the school;
* Providing leadership and guidance for school support staff (administration). Monitoring their role and training to ensure they are meeting the needs of the school;
* Ensuring smooth and efficient running of Admin offices;
* Overseeing the day-to-day running of the Admin offices;
* Producing staff documentation both teaching and non-teaching;
* Ensuring deadlines are met;
* Ensuring databases are kept up to date;
* Dealing with complaints involving admin staff (either about or from);
* Ensuring all vital areas are manned and assist if necessary.

**Census:**

* Electronically producing, ratifying and sending the termly school census return to the DfE via COLLECT;
* Liaising with the Admin Assistants to ensure all database re students and classes are up to date;
* Checking student/classes section on the form;
* Manually completing the staffing sections;
* Checking all details, prior to signing by the Principal.

**PA Duties:**

* Opening all Principal’s post and dealing with it accordingly;
* Compiling and typing a reply where possible and passing to Principal for signing;
* Handling all Principal telephone calls assessing the importance of issues and using initiative to act on matters that can be resolved without involving the Principal. Where necessary representing the Principal or other senior staff;
* Deal with all matters of confidentiality involving staff and students;
* Typing all confidential letters / references for the Senior Leadership Group and teaching staff;
* Making Principal’s appointments, annotating them and ensuring where necessary Head of Years are notified of forthcoming interviews;
* Corresponding and liaising with Governors as necessary;
* Dealing with any correspondence from and to Chair of Governors;
* Maintaining an efficient filing system for Principal’s correspondence / meeting files / departmental files / staff personnel files;
* Ensuring Principal is up-to-date with correspondence and deadlines;
* Providing Clerking support to any confidential / general meetings at Principal’s request, either regarding staff or students;
* Organising corporate hospitality;
* Ensuring the School Handbook is kept up-to-date;
* Checking the School Website is up-to-date;
* Dealing with problematical situations involving parents to reassure and calm situations in absence of Senior Staff;
* Dealing with problematic children to diffuse potentially difficult situations with staff in the absence of Senior Staff;
* Maintaining a current first aid certificate and taking responsibility for all health/medical/accident needs of staff and students. Making calculated decisions in emergency situations.
* Support in the oversight of PTA and other fundraising iniatives

Oversight of the schools Social Media

**Recruitment:**

* Being responsible for general personnel matters for all staff teacher and support excluding Catering, Site Staff and Governors. Overseeing the necessary clearances and admin for new staff e.g. DBS checks, medical checks, child protection, employment contracts etc. Maintaining confidential accurate staff records for staff and analysing this data as appropriate. Produce ad hoc reports as necessary;
* Compiling advertisements for staff (with Principal’s approval and consent) for TES, DfE, website, local and national papers;
* Arranging interviews and seeking references;
* Arranging programmes for the interview date informing all staff involved;
* Dealing with all correspondence for placed and unplaced candidates after interviews as appropriate;
* Sending contracts and letters, together with all documentation/forms to successful candidates, ensuring relevant forms are returned (e.g. DBS and Health etc.).
* Assist and co-ordinate internal and external training for new starters and existing staff
* Support in the organisation and co-ordinate of new staff induction with the professional tutor
* Organise the recording of internal and external training for all staff
* Assist with drafting job descriptions
* Posting job adverts as required
* Provide HR support to staff and managers on HR policies and procedures
* Ensure all HR Policies and procedures
* Ensure all HR policies are kept up to date in line with current legislation
* To support with any other aspects of the recruitment process as required.

**Finance:**

* Managing the Admin budget.
* Keeping staff records up-to-date, including any changes of address, telephone numbers, etc.

**Admissions Manager:**

* Managing the Year 6 new intake process;
* Liaising with LEA via SAM re applicants;
* Organising Year 6 Scholarship programme. Adding results to master database;
* Organising ranking for Croydon in line with the Admissions Criteria;
* Assisting the transfer of students from primary to secondary;
* Overseeing the In Year Admissions of the school for Years 7 – 11;
* Ensuring all procedures, e.g. liaising with school, interviews, etc. are completed, administrating interviews and offer letters and maintaining a waiting list where necessary;
* Preparing and organising any appeals.

**School Events (e.g. Information Evenings, Parents Evenings, Open Evening, Celebration of Success)**

 **Open Evening – Autumn Term**

* Organising the annual Open Events for the marketing of the school;
* Updating the application pack as required;
* Assisting at the events as necessary.

 **Celebration of Success – Autumn Term**

* Organising the annual Celebration of Success Evening;
* Undertaking the admin to be carried out, both internally and externally, including liaising with staff regarding grounds, presentations, catering, programme, etc;
* Collecting nominations from staff, producing database, and sending letters home informing them of which particular award has been given;
* Inviting guests and parents/carers to attend;
* Issuing entrance tickets;
* Purchasing book tokens;
* Ensuring all cups / trophies / special awards are ready for presenting on the evening;
* Producing programmes for the evening. Assisting with the presentations on the stage.

**Personal Qualities:**

* Reliable and conscientious pastoral leader with high expectations in line with the school;
* Demonstrate great communication skills with all within the school community;
* Neat appearance in line with the school policy;
* Ability to work as part of a successful team and work effectively under pressure;
* Have the determination and resilience to ensure that all students are challenged in all aspects of school life.

**Think Green:**

* Support the school in demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, recycling and waste reduction) wherever possible in day-to-day work.

**Safeguarding and Child Protection:**

* To reinforce and enforce the school commitment to safeguarding and promoting the welfare of children and young people;
* Uphold the duty of care to ensure that if there are any concerns relating to the welfare or safety of a child they are immediately relayed to the Designated Person(s) with responsibility for safeguarding children.

|  |  |
| --- | --- |
| Essential | Desirable |
| GCSE with Maths & English at Grade A\*-C or equivalent | Ability to relate well to children and adults |
| Excellent ICT, numeracy and literacy skills | Experience of data collection and presentation |
| Excellent organisational skills | Experience organising complex meetings |
| Excellent interpersonal and communication skills | Experience of supervision and administration |
| Accuracy and quality standards | Experience of HR (staff recruitment, selection and development) |
| Ability to work with a degree of autonomy and to keep to deadlines | Experience of minuting meetings |
| Ability to work as part of a team understanding school roles and responsibilities | Prior experience as a PA |
| Ability to lead and motivate the admin team |  |
| Ability to self-evaluate learning needs and seek learning opportunities |  |
| Ability to facilitate agreement in difficult situations or to calm situations down |  |

We want all at SHS to believe in and maintain the values of our school:

