
Sandringham School

Job Description



Name:
Job Title: PA to the Deputy Headteachers
Accountable to: Deputy Headteachers
Accountable for: Administration and support for the Leadership Group
Hours: 30 hours – Monday-Friday (term time only)
Salary: H4 pro rata
Start Date:

Background

The core work of the Personal Assistant to the Deputy Headteachers will be to provide daily administrative support.

Core Accountabilities

1. Confidential secretarial support to the Deputy Headteachers
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Key Tasks

- Provide daily admin support to the Deputy Headteachers including undertaking ad-hoc tasks as requested
- Provide support for the teacher appraisal process including using the BlueSky platform (training provided)
- Provide support for the organisation of staff INSET including liaising with staff, organising resources and processing data
- Monitor staff's completion of Safeguarding related training
- Provide support for conducting school surveys including monitoring engagement and initial data analysis using Google Forms to monitor completion of stakeholder surveys and 'sign ups' for events
- Provide support for the school's monitoring of behaviour events and changes in the student population
- Provide support for the whole school events e.g. Pastoral Review Day
- Liaise with parents and external agencies
- Provide ad hoc support for our Student Services function
- Supporting ongoing preparation for an OFSTED visit

Knowledge, Experience and Training

- A commitment to the best interests of our young people
- Experience of working within a busy office environment
- Excellent interpersonal and communication skills
- Experience of clerical and administrative work
- Excellent numeracy and literacy skills
- Be willing to work as part of a team
- Be able to use initiative and work without supervision
- Excellent IT literacy and experience of Google Drive and Microsoft Office Suite
- Knowledge of BlueSky is beneficial but training will be provided

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.