

BARNES PRIMARY SCHOOL

Job description and person specification

PA to Executive Leadership Team and part time Front of House

Purpose of the job

- To provide administrative and clerical support to the Executive Leadership Team
- To collate and prepare data for internal reporting and external returns
- To provide a warm and welcoming front of house for pupils, parents and visitors

Main responsibilities and tasks

Organisation

1. Supporting the Headteacher, Deputy Head and Operations Lead: managing diaries, organising meetings, preparing reports, managing confidential information and generally relieving the burden on the Executive Leadership Team (ELT) wherever possible.
2. Undertaking reception cover duties in both school buildings during the day: answering telephone calls; liaising with parents, staff, etc; and signing visitors in.
3. To assist with pupil welfare.

Administration

1. Preparing and presenting data for analysis.
2. Preparing reports, gathering information, manipulating data, creating questionnaires.
3. Updating, editing and organising curriculum maps, working with the Headteacher, Deputy Head and teaching staff
4. Producing, maintaining and collating pupil-related reports and statutory returns; reporting to, and liaising with, other stakeholders in the school where necessary.
5. Responding to email, telephone and in-person enquiries.
6. Maintaining computerised records using the school's Management Information System (SIMS, but training will be given).
7. Drafting and transmitting internal and external communications using the school communication system.
8. Updating and tracking pupil attendance using our in-house attendance tracking system (training will be given).
9. Attending attendance meetings with the Deputy head and Educational Welfare Officer (EWO) once every half term, providing key information and documents for these meetings.
10. Producing and sending attendance letters to parents.
11. Maintaining and updating the school website.

Resources

12. Operating relevant equipment and ICT packages, e.g. Excel, Word, databases, the Internet and Management Information Systems.

Responsibilities

13. Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
14. To adhere to school health and safety policy including risk assessments and safety systems.
15. To adhere to school policy on equality and diversity.
16. To contribute to the overall ethos/aims of the school.
17. To appreciate and support the roles of other professionals.
18. To attend and participate in relevant meetings as required.
19. To participate in training opportunities and professional development as required and work within the school's appraisal system.
20. To undertake other duties commensurate with the level of the post as required by the Executive Leadership Team and senior staff.

Personal Specification

- Self-motivated, with the ability to work without supervision
- The ability to solve problems
- Excellent organisational skills and attention to detail
- The ability to prioritise and to work at speed
- Flexibility and agility moving between tasks
- The ability to stay calm and positive when working under pressure
- The ability to work well as part of a team
- The ability to plan ahead for self and others
- Good literacy and numeracy skills
- The ability to communicate effectively, both verbally and in writing, to a range of audiences
- Computer literate, with a good knowledge of Excel and Microsoft Word and a willingness to learn how to use information management systems
- A strong commitment to stakeholder service, combined with an enthusiastic and flexible manner
- The ability to provide a welcoming environment
- A willingness to learn new skills and take part in further professional development
- Evidence of a commitment to diversity and equality of opportunity in all working practices

Please address this person specification in your supporting statement