



Springfield and Madley Brook Schools Job Description



Job Title:	Administrative Assistant and Heads' PA
Grade:	Grade 7 Points 13 – 17 (£22,021 - £23,836 full time equivalent)
Hours:	40 hours per week [8.00am to 4.30pm, half an hour unpaid lunch break]
Weeks:	43 (paid 49.66 weeks) to include 5 Inset Days and 4 weeks during school holidays, specifically the first and last weeks of the summer holidays and two out of three half terms (25 days in total, excluding Bank Holidays))
Responsible to:	Head Teachers of both schools

Job Purpose:

To provide a warm and welcoming service for visitors / callers to both Schools and effectively managing systems to facilitate the efficient organisation and management of both schools.

To provide Personal Assistant (PA) service to headteachers of both schools.

Applicable contract terms and duties

This job description is to be performed in accordance with the duties set out by the schools for the Administrative Assistants and to locally agreed conditions of employments for Support Staff, to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

Working on behalf of both Schools' principal shared responsibility areas: -

- Ensuring that the schools' switchboard is manned and telephone calls are answered promptly, offering an efficient, welcoming and inviting service to callers, passing on messages to relevant staff
- Ensuring visitors to the school receive a prompt, friendly and welcoming response which efficiently deals with their queries and issues.
- To comply with policies which relate to child protection, health and safety, confidentiality and data protection
- General secretarial and administrative duties as directed by the Senior Leadership Team
- Supporting the Head Teachers and other Leaders
- Supporting the other members of the Administrative Team
- Preparing rooms for meetings when possible
- Follow Health and Safety and Safeguarding policies and report any issues or concerns to the relevant people (Facilities Manager for Health and Safety and DSLs for Safeguarding)
- Take responsibility during any alarms / evacuation / lock downs
- Produce lists, information and data as required
- Operate relevant equipment and IT packages
- Administer first aid to pupils (MB only)
- To attend relevant training as required, including out of contracted hours if necessary (paid)

Key Tasks

General Duties (Shared):

- General correspondence, notes and minutes from meetings, letters to parents, school information etc.
- Photocopying
- Filing
- E-mails – opening, checking, distribution
- Making tea / coffee for office staff and visitors
- Supporting the other administrative staff by sharing the workload at busy times, also providing absence cover if possible
- Supervising pupils in the medical area if necessary and attending to minor injuries and illness including a willingness to volunteer to support pupils with medical needs



- Report any Health and Safety issues and liaise with Facilities Manager
- Follow the set procedures for emergencies such as alarms sounding, evacuation of the building and a lock down. This includes being one of the co-ordinators as per the critical incident management plan.
- Record daily staff absences in the diary
- Keep the diary for pupils who arrive late and leave the premises during the school day

Specific Duties:

MIS System Related Tasks:

- Assisting with the production of reports
- Update pupil details as and when required
- Prepare and run school Census (Oct/Jan/May)
- Prepare and run Workforce Census
- Prepare and run Assessment Returns
- Deal with CTF transfers in and out
- Submit local authority returns and in year transfers
- Maintain staff training records
- Absence data – Record staff absence by inputting/monitoring and reporting
- Prepare and run Year End and Promotion for new academic year
- Support the HR Manager with staff absence returns and monitoring
- Update governance information on GIAS (Get Information for Schools)

Matters relating to Admissions:

- Input new pupils onto data base [for both schools]
- Organise prospective pupil visits [MBS]
- Liaise with River Learning Trust [MBS]
- Deal with in year transfers including CTF files [MBS]
- Sending out offer letters and co-ordinating replies for new admissions

Parent Mail and Communication:

- Maintain Parent Mail system ensuring correspondence is maintained to a high standard
- Organise Parent Evenings booking systems (MBS)
- Run upgrades
- Send messages and circulate newsletters
- Upload information onto the schools' websites and checking to ensure information is current and up to date
- Act as administrator for the schools' email systems, adding and deleting staff and setting passwords ensuring that mailing lists are up to date and accurate

Headteachers' PA

- Manage staff bulletins, notices and memos
- Managing headteachers' diaries and booking appointments where required
- Organise staff collections and cards for events including milk money
- Update Safeguarding packs for volunteers, new staff and start of year briefings
- Maintain training records for safeguarding and inform headteachers when certificates are due to run out
- Lead and advise on the marketing and promotion of both schools by writing bids for funding grants, seeking sponsorship and recruiting volunteers
- Update Target Tracker when there is a change in pupil numbers and at the start of the school year (MBS)
- Organise catering and administration of training days with the headteachers
- Play an active role in recruitment along with the headteachers and Finance and HR Manger



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Other

- Take notes at meetings when required
- Keep First Aider at Work training up to date

As attention to detail is an integral part of this role, if you choose to apply, please send an email to the head of Madley Brook School at head.2002@madley-brook.oxon.sch.uk three days after your application with the subject heading 'I have read the documents'.

This job description is not your contract of employment, or any part of it. It has been prepared for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed again after induction.

October 2019

	Post Holder	Madley Brook Headteacher	Springfield Headteacher
Signature			
Print Name			
Date			