

## Hadrian Learning Trust Job Description and Person Specification

<b>Post Title:</b>	PA to the Executive Headteacher and Clerk to Trust Board	<b>Director/Service/Sector:</b>	Children's Services
<b>Band:</b>	4	<b>Workplace:</b>	HMS and QEHS Part of HLT
<b>Responsible to:</b>	Executive Headteacher and Heads of School, indirectly the Trust Business Manager	<b>Date:</b>	February 2023
<b>Job Description Ref:</b>	SG4		

### Responsible for:

**Contact with young people:** This role requires regular, ongoing and unsupervised contact with young people. This contact is direct and could potentially be on both a, 1:1 and group basis within the workplace. The degree of responsibility for young people is outlined below in the role and responsibilities area of the form.

**Job Purpose:** To provide a comprehensive administrative and PA support to the Executive Headteacher and Heads of School. To act as the clerk to the Trust board as directed. Providing and maintaining confidentiality at all times.

<b>Resources</b>	Staff	None
	Finance	Orders and invoices, petty cash, trust credit card holder.
	Physical	Office equipment, accuracy and security of databases,
	Clients	Internal (Teachers, Other Staff, Pupils) and External (Parents, Visitors, Members of the Public)

### Duties and key result areas:

#### Key responsibilities linked to the role:

##### Organisation

- At the direction of the SLT, coordinate the development, design, organisation and monitoring of support systems/procedures/policies.
- Liaise between SLT /managers/ curriculum leaders, teaching staff and support staff.
- Where directed, coordinate recruitment/induction/training/mentoring for other staff.
- Where directed be involved in the recruitment of other administrative staff.
- To manage and co-ordinate the Headteacher's diary, emails and organise meetings.
- Meet and greet visitors at all levels of seniority.
- To take minutes such as leadership, Trust board committee meetings, and publish those minutes in a time.

##### Administration

- PA support to the Executive Headteacher and Head of Schools and wider SLT as required.
- Take lead role in the development and maintenance of record/information systems.
- Maintain discretion and confidentiality at all time.
- Provide produce detailed reports/information as required.
- Produce, and respond to, complex correspondence.
- Provide organisational and complex administrative support to other staff where directed.
- Provide organizational, administrative and complex advisory support to the Trust Board.
- Manage complex administrative procedures
- Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfES8.
- Where directed provide process support to the Trust pupil admissions process.



18. Coordinate the process of staff and parental surveys.
19. Completion of curriculum administration where directed by the SLT.
20. Exclusion administration and procedures as directed by the SLT.
21. Maintain the trust intranet content as directed.

#### **Resources**

22. Undertake research and obtain information to inform decisions.
23. Contribute to the tendering process as directed by the SLT.
24. Be aware of health and safety issues in relation to VDU screens and office practice

#### **Whole School Responsibilities**

25. Comply with and assist with the development of Trust policies. The post holder must carry out his/her duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner and procedures relating to:
  - a. Safeguarding and Child protection
  - b. Health and safety - the post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both oneself and others.
  - c. Data protection
  - d. Confidentiality and data protection Reporting all concerns to an appropriate person.
26. Support the school's policies that ensure equality of opportunity across a range of abilities
27. Contribute to the overall ethos of the school and Work in such a way as to promote the ethos and vision of the school.
28. Establish constructive relationships and communicate effectively with external agencies
29. Attend and participate in regular meetings
30. Participate in training and development as required.
31. To undertake First Aider training appropriate with the role and nature of activity.
32. To undertake other duties and responsibilities as required commensurate with the grade of the post.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to adopt a professional, courteous demeanour at all times during communication with colleagues, visitors, or students.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment



to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Work Arrangements**

Transport requirements:	Required to use own transport to travel within and out-with the County
Working patterns:	Normal work patterns
Working conditions:	Normally indoors; there may be occasions where you would be required to work at QEHS, Hexham Middle School or other school within the Trust

**PERSON SPECIFICATION**

Essential	Desirable	Assess by
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**Knowledge and Qualifications**

<ul style="list-style-type: none"> <li>NVQ level 3 or equivalent qualification in a relevant discipline</li> <li>Excellent numeracy and literacy skills (NVQ level 2 or above) including use of grammar, punctuation and spelling.</li> <li>Experience / qualifications in proof reading documents.</li> <li>Experience in creating Microsoft forms.</li> </ul>	<ul style="list-style-type: none"> <li>IT qualification including use of word-processing, spreadsheets, databases and desk-top publishing e.g. European Computer Driving License</li> <li>Training in using Microsoft Publisher/Word Press/Adobe Technical Suite</li> <li>Training and use of SIMS.</li> </ul>	(a), (t), (g)
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**Experience**

<ul style="list-style-type: none"> <li>Experience of drafting, editing and proofreading internal and external communications</li> <li>Proven track record of producing materials/resources for publication either personally or in liaison with specialist agencies</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with the press and media including drafting press releases.</li> <li>Experience of working within agreed budgets and ensuring value for money in procurement of services</li> </ul>	(a), (i), (g)
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**Skills and competencies**

<ul style="list-style-type: none"> <li>Effective IT skills in using word processing and/or desk top publishing packages to produce high quality documents</li> <li>Highly effective writing skills to produce accurate and grammatically correct correspondence.</li> <li>Good planning and organisational skills with the ability to work to strict deadlines.</li> <li>Excellent oral and written communication skills with ability to influence internal and external stakeholders.</li> <li>Ability to effectively safeguard children and young people</li> </ul>		(a), (i), (t)
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<ul style="list-style-type: none"> <li>• Ability to work on own without supervision on a day-to-day basis.</li> <li>• The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post. Candidates must be able to fulfil all spoken aspects of the role with confidence through the medium of English.</li> <li>• Ability to deal simultaneously with the conflicting demands of a number of service users.</li> </ul>		
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>• Ability to work under pressure to meet deadlines.</li> </ul>		(i)
<b>Other</b>		
<ul style="list-style-type: none"> <li>• Willingness to participate in personal and professional development.</li> <li>• Self-motivated and able to work under own direction on a day-to-day basis.</li> </ul>	Evidence of learning beyond the work place	(a), (i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits