

Job Description

Birmingham Diocesan Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.

Job Title:	PA to the Headteacher (Christ Church, Church of England, Secondary Academy)
Reporting to	Headteacher
Salary:	Grade 3 (SCP 9-22, £20,903 to £27,041)

Overview

Reporting to the Headteacher, the PA to the Headteacher of CCSA will provide senior administrative support to the Headteacher and specific members of the Senior Leadership Team of CCSA. This will include:

- providing general administration support to the Headteacher and Senior Leadership Team;
- support on administering staff recruitment activities;
- support on student recruitment activities;
- preparation and maintenance of pupil records
- inputting into and maintaining the data within the MIS system;
- support on administering educational visits; and
- working with the wider administration team to support and carry out general administration activities to support the wider school operations.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

During the initial years of opening, where the school is not operating at full capacity, there may be the requirement to perform a direct leadership role for the wider administration function.

Core purpose

To provide personal assistance to the Headteacher and two Deputy Headteachers of CCSA as well as a general administrative service to support the smooth running of the school.

Specific responsibilities

Headteacher and Senior Leadership Team Administration:

- To provide a clerical/administrative and diary support to the Headteacher and Deputy Headteachers.

- Produce correspondence for the Headteacher and Deputy Headteachers.
- Diary management.
- To organise and minute meetings as requested.
- Proofread and format documents including policies.
- Deal with general queries by e-mail and telephone.
- Maintain systems for a range of resources, including databases.
- Support the administration of educational visits (administering the approval of visits, overseeing collating of permission slips etc).
- Administering hardship/pupil support processes.
- Acting as clerk to Local Academy Board.
- Liaison with the BDMAT central team.
- Support the wider SLT as required.

Staff Recruitment:

- Liaison with BDMAT HR Officer over the recruitment of new staff to ensure posts are approved before advertisement, and contracts/offer letters are arranged for successful candidates.
- Liaison with BDMAT HR Officer over the advertisement of vacancies.
- Production of adverts and Job Descriptions as required.
- Administration of job applications.
- Administration of interviews.
- Liaison with candidates during the recruitment process.
- Working with the BDMAT HR Officer on the maintenance of staff employment files.

Student Recruitment:

- Oversee communications with students and their families throughout the application process through to students arrival in school.
- Oversee the production of offer letters to students.
- Liaison with the relevant Local Authority teams on behalf of the Headteacher.
- Creation and maintenance of student files.

General Administration:

- To obtain purchase orders using Hoge 100.
- Upload documents, including policies and job advertisements to the website.
- Deal with correspondence received via email or post.
- Support staff with printing, copying and filing as necessary.
- Provide other general admin support to the school as necessary.
- Act as Team Leader for the administration team in the absence of the Office Manager.

General

- Support the overall Christian ethos of the Trust
- Be a part of the CCSA Team and support the smooth running of the school.
- Have an understanding of safeguarding, data protection and GDPR.



- Willingness to work flexibly, occasionally outside of normal hours.
- Maintain the confidentiality in the course of undertaking duties.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed. The work of all MATs and schools change and develop continuously which in turn, requires employees to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable, but may change commensurate with the grading of the post. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation. Any major changes will involve discussion and consultation, which if wished, may involve a Trade Union/Professional Association representative.

Person Specification

Knowledge/Qualifications and Experience	Essential	Desirable
IT competent and confident using MS Office	*	
Excellent interpersonal skills and ability to promote effective working relationships	*	
Clear communication skills, written and oral	*	
Excellent organisational skills, with the ability to plan and balance priorities, maintaining high standards while working accurately and effectively	*	
Enthusiastic, motivated and committed	*	
Ability to work as part of a team	*	
A flexible approach	*	
Ability to work in a timely and efficient manner to agreed deadlines	*	
Ability to edit and format MS Word documents	*	
Experience of proof reading documents		*
Experience of minute taking		*
Experience of uploading documents to a website		*
Experience of staff recruitment processes		*
Experience of student recruitment processes		*
Line Management/Team Leadership experience		*
Willingness to work within the Christian framework of BDMAT	*	