

To support the headteacher in a personal assistance capacity responsible for:-

- To ensure the headteacher is fully supported in various aspects of their work including confidential matters;
- To provide an efficient administration and secretarial assistance to the headteacher;
- To maintain a file of school policies, advising the headteacher when they are due for review;
- To organise meetings, conferences and events (internal and external) on behalf of the headteacher, including refreshments and taking minutes as required;
- To liaise as required with governors, staff (teaching and support), students and parents/carers on behalf of the headteacher
- To monitor and maintain the school website in line with legal requirements and in conjunction with the headteacher.

To ensure general administration tasks are completed as follows:-

- To manage the end of year process in BROMCOM for pupils moving through the school and setting up new school year for the next academic year;
- To oversee the admissions for Year R and 3;
- To manage the exclusions and fixed penalty notices, including the maintenance of relevant related records;
- To take the lead in ensuring residential trips are properly administered;
- To ensure Bikeability runs on an annual basis;
- To support the Business Manager with Pupil Risk Assessments;
- To oversee the administration for school photographs, school leaver purchases;
- Ensure that trust policies and procedures are implemented and followed;
- Work as appropriate with the Trust Central Services team in matters relating to attendance, IT and Health and Safety;
- Managing the school's office, secretarial and administrative functions, assisting as required;
- Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors and other professionals;
- Assist in the collation and preparation of statistics, management information and reports, as required by the headteacher, the governors, the local authority (LA), and the DfE;
- Assist in the setting up of archive files and historical data;
- Undertake responsibility for all necessary administration relating to areas within their remit;
- Ensure that all manual and computerised records and filing systems relating to all areas within her/his remit are maintained as required;
- Process, input, extract and analyse information from the school's system(s);
- Ensure compliance with data protection regulations;
- Answer incoming calls, dealing with requests and enquiries and taking messages as required;
- Participate in school emergencies as required, including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation;
- Keep up-to-date with developments and changes in legislation and guidance, and communicate appropriate information to colleagues as appropriate. Attend any necessary training if required;
- Seek, consider, and act upon professional support and advice as required

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

OTHER DUTIES

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.