



## **Job Description**

### **Head's PA**

#### **Thornton College Mission Statement**

To educate young people to meet the challenges of life courageously, to use their talents to the full, and to live the values of Christ's Gospel.

#### **College Aims**

1. To fosters students' academic, physical and spiritual growth; in order that we ensure that our young people are happy, confident individuals who are well prepared for life in a rapidly changing world.
2. To enable our students to discover their true potential and to work towards their full development; in order that we encourage students to see themselves and what they have to offer in the context of the wider community.
3. To enable students to grow in the knowledge and love of God; in order that we encourage them to serve Him in others and to spread the knowledge of Gospel Values.

#### **Accountable to:**

**Headteacher**

#### **Overview of Role:**

This is a Senior Position within the College where you are expected to promote vibrant forward thinking ideas, with a strong sense of team work to enhance the communications and administrative function of the College. Due to the routine of schools, the workload may not be evenly spread throughout the year and as such all work must be appropriately prioritised. As the first point of contact with the Headteacher your role is to ensure all Stakeholders are treated in an efficient and welcoming manner. You will play an active role in identifying and driving forward new initiatives to improve efficiency of systems, along with the Bursar and Development and Marketing Director. This role is paramount in promoting wider use and development of technology throughout the school administrative team. All staff are expected to contribute to the wider life of the College and support its Catholic ethos, as outlined in the Mission Statement and Aims of the College.

## **Main Responsibilities**

- Personal Assistant to the Headteacher
- Key contributor in identifying and developing efficiency of systems with the effective use of IT.
- Recruitment Manager & Personnel Administration
- Support the aims and ethos of the College at all times.

## **Duties**

### **Head's PA**

- Managing Head Teacher's diary and organising Meetings and Appointments
- Dealing with correspondence and telephone calls
- Typing, preparing documents and letters
- Ensuring the Headteacher is supported throughout her working day
- Clerk to the Senior Management Team - Producing Minutes and Agenda
- Updating ISI website with latest documents, policies and information, including SEF
- Updating Secure Access, GIAS, School to School
- Oversee completion of DFE, ISC & Catholic Census's
- Manage Diocesan SEF
- Support Events Manager/Deputy Head with events.
- Assist with the organisation of Awards Ceremony at the end of the year
- Set a good example in terms of punctuality, attendance and to observe the College's professional dress code
- To work in line with the College's policy on IT usage.
- Attend whole College staff meetings.
- Attend INSET days.
- Participate in / support College events and or productions where possible
- Take part in staff annual review.
- Contribute to the implementation of College policies and procedures.
- To regularly review the College Events Calendar and understand your required involvement or leadership.
- To log absences for all staff onto isams and upload forms/sick notes onto system. Upload back to work onto system.

### **Recruitment Manager**

- Managing Staff database on the Management Information System
- Organising Staff files to include investigating ways to improve the storage of data electronically.
- Assist with Human Resource administration and support HR processes.

- Dealing with part of Recruitment process including:-
  - Format and draft advertisement and recruitment pack
  - Obtain quotations for advertising publications
  - Ensure advertisement is submitted within timescales in agreed publications/websites and posted on College website.
  - Ensure latest application forms and job descriptions are available on the website
  - Implement online application form submission system to include automatic distribution of received documents.
  - Send completed applications to Headteacher for shortlisting
  - Take out references on shortlisted candidates
  - Invite candidates for interview
  - Sort out the interview programme
  - Usher on the day of interview
  - Check ID and qualifications.
  - Organise the DBS checks with @tlantic Data.
  - Send out offer letter to successful candidate and letters to unsuccessful candidates.
  - Send offer letter and job description to Bursar.
  - Assist in the production of draft Contracts.
  - Chase up response.
  - Ensure vetting process is followed by chasing up references, checking teachers barred list.
  - Enter on Single Central Register
  - Work closely with and support Bursar with SCR checks
  - Make up Staff files
  - Updating Staff handbook
  - Dissemination of information

## Other

- Work with the Development and Marketing Director/Bursar to develop systems to work towards an improved electronic office by:
  - Identifying labour intensive processes in place and improvements to store data electronically
  - Seeking out appropriate software and incentives; in consultation with the Bursar & IT Network Manager, to ensure that appropriate systems can work with our system effectively
  - Introduce updates to the systems and identify any training need of the Admin Team; this can include your own dissemination of training.
  - Seek ways of developing electronic archiving of data.

- Ensure a welcoming and professional front of house experience
- Ensure Policies are managed and updated accordingly – with pdfs uploaded onto s:Drive and MSP/Website; to include dissemination of policies to be reviewed each term to those responsible.
- Meet with the Bursar as required to discuss issues and developments in IT/HR but not less than once each half term.
- Clerk to the Operational Management Committee – Producing Minutes and Agenda
- Ensure support for the Data Protection Lead in Administration Duties as required
- Ensure Data Protection rules are observed in the light of GDPR & check that data protection laws are being adhered to in relation to the storage of data in line with College Policies.
- Assist the Head of Year 10&11 with the Year 11 Summer Ball
- Liaising with Staff and Students

All staff are responsible for promoting and safeguarding the welfare of students at Thornton College by ensuring compliance with the College's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead. All staff are required to follow the College's Health & Safety Policy and their obligations to ensure that they contribute to a safer working environment for all.

All staff are required to undertake whatever else may reasonably be requested by the Headteacher or Bursar in support of the Aims of the College. Job Descriptions are subject to annual review.

## Key Skills & Experience:

Necessary to Fulfil Role:	Desirable:
<ul style="list-style-type: none"> <li>• Proven experience of leading a team in a senior role</li> <li>• Excellent IT skills and an ability to fully utilise new software, disseminating throughout the day to day administrative practices and processes.</li> <li>• A proven track record of implementing new IT processes and systems; to include the training &amp; supporting of staff in use of software packages.</li> <li>• Excellent Microsoft Office 365 Skills, particularly in Outlook, Word, Excel and Publisher.</li> <li>• Experience in managing a Management Information System Database or similar.</li> <li>• Ability to prioritise workload and meet deadlines</li> <li>• An ability to work using your own initiative</li> <li>• Strong inter-personal skills for dealing with various stakeholders of the College, including Staff, Students, Parents, Governors, and Trustees.</li> <li>• Experience of writing minutes and the order of meetings</li> <li>• Strong Organisational Skills</li> <li>• Motivator of Staff/ Previous experience of managing a team</li> <li>• An ability to maintain confidentiality and discretion at all times</li> </ul>	<ul style="list-style-type: none"> <li>• A good understanding of isams would be advantageous</li> <li>• Working in a school</li> <li>• Fast typing speeds</li> <li>• BSc/BA Degree</li> <li>• HR/Recruitment experience</li> </ul>

**Working Conditions:**

Hours of Work	<p>Monday to Friday working 8am until 5pm</p> <p>Unpaid breaks each day: 10.15-10.45am and lunch 12-1pm.</p> <p>There needs to be a willingness for flexibility with working hours as events and meetings operate after 5pm. Time off in lieu will be given in school holidays</p>
Nature of Post	Full time post – 52 weeks per annum
Salary	£34,403 per annum
*Holiday Entitlement	<p>36 days per annum [including bank holidays and 3 days holiday given between Christmas and New Year in lieu of weekend work to include both Open Days and the College Fete.]</p> <p><i>*All holiday must be taken during College holiday period, (5 days may be taken term-time in consultation with the Headteacher/Bursar; only one member of the team to be off at any one time).</i></p>