

# Job Description

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| <b><u>Title:</u></b><br><b>PA to Deputy Headteacher: Standards</b>  | <b><u>Hours:</u></b><br><b>Full time, Term time + 5 days</b>   |
| <b><u>Reporting to:</u></b><br><b>Deputy Headteacher: Standards</b> | <b><u>Salary Scale:</u></b><br><b>Grade 3 Points 6-11</b><br><b>(Revised NJC Pay Scale)</b><br><b>Actual Salary: £16,325 - £18,023</b> |

## **Generic Principle Responsibilities:**

- Endeavour to maintain and develop the Roman Catholic character of the school in accordance with the directions given by the School Governors and subject thereto to those given by the Headteacher.
- Provide an education for the whole child and fostering in and through a Catholic atmosphere those qualities which will enable everyone to live happily and develop fully his or her intellectual, moral, physical, social, emotional and spiritual qualities.

## **Principle Purpose**

- To provide administrative support to the Deputy Headteacher for Standards, and to support the performance of the College's administrative systems that fall under their remit. To provide some support to the Examinations Officer during examination periods.

## **Principle responsibilities of the post:**

- Provide efficient and personal assistance to the Deputy Headteacher: Standards on a day to day basis; this may include organisation of the diary; preparation, checking and circulation of documents; liaising with colleagues as appropriate on behalf of the Deputy Headteacher; etc.
- Supporting the Examinations Officer as directed by the Deputy Headteacher during the year with administrative tasks and related duties as necessary. This might include the possibility of some flexible hours required occasionally on weekends and evenings.
- Support the implementation of access arrangements for exams under the direction of the exams officer.
- Support the organisation and administration of examinations within the College including the checking of exam papers for internal and external exams.
- Supporting and planning whole College events, when required that relate to examinations eg Celebration Evening, Exam Results Day

- Assisting in the maintenance of computerised school records and updating student information as required.
- Compilation of reports and returns using a database system when required.
- Assisting with administrative work associated with the organisation of events when required.
- Liaise with the Pastoral team to gather academic information regarding new arrivals in College.
- Be responsible for the management and sending/collating of electronic messages to/from parents, other than attendance, as directed.
- Undertake pupil welfare duties and administering first aid as necessary and liaising with parents/staff in accordance with school procedures

## STANDARD DUTIES

- To actively promote the equalities and diversity agenda in the workplace and in service delivery.
- To be familiar with customer care and Health and Safety policies of the school.
- To improve one's own practice through the College's appraisal process, and through training, evaluation and discussion with colleagues. Recognise one's own strengths and areas of expertise and use these to advise and support others.
- To keep abreast of current developments in one's own area, networking with colleagues and professional associations.
- To attend and participate in meetings within the school as required.
- To contribute to the overall work and ethos of the school and contribute to the promotion of the school through marketing e.g. open evenings and media publications
- To support the work of the College's Administration team where required, in agreement with the Office Manager
- To work flexibly and undertake other duties of an equivalent nature that may be required by the Headteacher.
- To be a qualified First Aider, if required