



# St Ursula's Convent School

## A Humanities College and Teaching School

### Headteacher's Personal Assistant and Admissions Co-ordinator Job description and Person Specification

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| <b>Job title:</b>     | Headteacher's Personal Assistant and Admissions Co-ordinator  |
| <b>Reporting to:</b>  | Headteacher   |
| <b>Working hours:</b> | 08:00 – 16:00<br>Monday – Friday (with one hour lunch break daily)<br>52 weeks per year, with an expectation to be available to minute meetings after school as necessary |
| <b>Grade</b>          | SO2   |
| <b>Salary</b>         | £32,418 - £34,209 per annum   |

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| <b>Core Purpose</b>                              | <ul style="list-style-type: none"> <li>• To provide day to day administrative support to the Headteacher. At all times to work to raise the public image of the school and provide a welcoming, courteous reception to all school visitors. To manage and co-ordinate all admissions to the school</li> </ul>  |
| <b>Administrative Support to the Headteacher</b> | <ul style="list-style-type: none"> <li>• To provide personal, administrative and organisational support to the Headteacher</li> <li>• To undertake the typing and IT tasks required to produce correspondence and confidential documents</li> <li>• To be the first line of contact for the Headteacher and to use initiative to reply to matters arising from enquiries, memos and emails directly</li> <li>• To meet and greet all the Headteacher's visitors, ensuring they are welcomed in a polite, friendly and efficient manner</li> <li>• To attend confidential staff meetings and take minutes, prepare documentation, meeting set deadlines, and distribute to relevant parties under the direction of the Headteacher</li> <li>• To liaise/communicate on behalf of the Headteacher with Governors, staff, parents/carers, students, LA, unions and members of the extended school community</li> <li>• To attend confidential student meetings, take notes, prepare documentation and distribute to relevant parties under the direction of the Headteacher</li> <li>• To understand the exclusions procedures and to process exclusions, ensuring records are kept up to date and providing data for external returns</li> <li>• Organise and maintain the diary for the Headteacher, anticipating and understanding the Headteacher's priorities and deadlines; arranging appointments as appropriate, and ensure that she/he is adequately briefed on matters to be discussed</li> <li>• To prioritise, assemble and prepare papers required by the Headteacher to attend meetings, prepare reports, or reply to requests for information</li> </ul> |

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|                                    | <ul style="list-style-type: none"> <li>• To also ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales</li> <li>• To develop and maintain the Headteacher's filing system</li> <li>• To be responsible for maintaining an efficient review system of all school policies and ensuring all school policies ratified by the Governing Body are available to staff in the staff intranet</li> <li>• To prepare agendas for meetings and to ensure all attendees receive relevant electronic meeting appointments and correspondence</li> <li>• After discussion, to draft as appropriate, outgoing correspondence and school documents that are the direct responsibility of the Headteacher</li> <li>• To carry out research for the Headteacher and SLT, as required</li> <li>• Opening, sorting and prioritising the Headteacher's correspondence</li> <li>• To arrange hospitality requests for any events/meetings involving the Headteacher</li> <li>• To book and organise conferences on behalf of the Headteacher</li> <li>• Make and plan travel arrangements as necessary</li> </ul>  |
| <b>Marketing and Communication</b> | <ul style="list-style-type: none"> <li>• To co-ordinate and produce key publications including; SIP, the School Prospectus and School Policy documents in liaison with SLT, ensuring they are in the correct format and available within set deadlines</li> <li>• To coordinate and manage the information to be uploaded onto the school's website pages ensuring it meets statutory requirements</li> <li>• To plan and coordinate the production of key school marketing publications and to ensure the effective and timely distribution to the target audience</li> <li>• To prepare and issue press releases, under the direction of the Headteacher, in order to publicise school achievements to the wider community</li> <li>• To liaise with the LA's Media and Communication team, Headteacher and Chair of Governors to manage negative press and any associated approved responses on behalf of the school</li> <li>• To ensure that all school policies are available to stakeholders</li> </ul>  |
| <b>Governing Body</b>              | <ul style="list-style-type: none"> <li>• To be responsible for the preparation of agendas and paperwork for all Governors meetings, in liaison with the Clerk to the Governors, Headteacher, Chair of Governors, Chairs of Committees, Deputy Headteachers, Business Manager and the LA as appropriate</li> <li>• To liaise with the Diocese / LA in respect of Governor related issues under the direction of the Headteacher</li> <li>• To assist in the preparation of correspondence for Governors and ensuring Governors receive all relevant correspondence</li> <li>• To understand the process of recruiting a Parent Governor and to be responsible for the administration of the paperwork, in liaison with the Chair of Governors, Diocese and the LA</li> <li>• To be aware of the information required by Governors and to coordinate records on behalf of Governors, eg. Code of Practice, skills audit and declarations of interest</li> <li>• To ensure any Governor related paperwork is collated, retained and available to the Business Manager and external auditors as part of any audit process</li> <li>• To prepare information packs for new Governor's induction</li> </ul> |

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| <b>Admissions</b>                  | <ul style="list-style-type: none"> <li>• Working closely with the Headteacher and other key members of staff, manage the school's Year 7 and In Year admissions process.</li> <li>• First contact for answering all general admission queries for Years 7-11 by phone, email or letter from prospective Year 7 parents and casual in year admission (other year groups).</li> <li>• Liaise with LA Admissions on changes or queries with regard to the school's admissions procedure or policy.</li> <li>• Effectively manage the school's In-Year waiting lists and testing process, and liaise with the Headteacher on any potential offers.</li> <li>• Working closely with other members of staff, co-ordinate and attend the school's annual Open Evening, Open Mornings, Induction Day and New Parents' Induction Evenings.</li> <li>• Ensure new student data is gathered and entered into SIMS in an efficient and timely manner, ready for Year 7 intake in September.</li> <li>• Ensure SIMS is kept up-to-date throughout the year to reflect any student changes.</li> <li>• Organise tours of the school for prospective pupils and their families throughout the year.</li> <li>• Retain accurate records in accordance with the school and statutory retention policies.</li> <li>• Liaise with the Appeals Clerk on all aspects of admissions appeals.</li> <li>• Co-ordinate any required paperwork and data for the Clerk and Headteacher.</li> <li>• Oversee the on-site arrangements for the Appeal hearings.</li> <li>• Co-ordinate any resultant paperwork and offers</li> </ul> |
| <b>Other administrative duties</b> | <ul style="list-style-type: none"> <li>• To operate the telephone system, answering call within the school's agreed quality standards, filtering calls, directing calls, taking and communicating details messages (including electronic) as appropriate</li> <li>• Work with the Headteacher and School Business Manager to recruit staff including placing adverts; liaising with applicants; setting up interviews and carrying out mandatory checks for new staff</li> <li>• Work with the School Business Manager on maintaining the school's Single Central Register</li> <li>• To take minutes of meetings. These meetings may go over contractual end times on occasions so flexibility to accommodate these meetings will be required</li> <li>• To provide administrative support as directed by the line manager</li> <li>• To undertake first aid duties</li> <li>• To undertake fire marshal duties</li> </ul>  |
| <b>School Ethos</b>                | <ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its aims and Catholic ethos and to encourage staff and students to follow this example</li> <li>• There is an expectation to attend key school events out of hours as detailed in the school calendar e.g. Open Evenings</li> <li>• To be flexible and work according to needs, which may involve assisting other areas which are commensurate with the grading of the post</li> </ul>  |
| <b>Whole School Contribution</b>   | <ul style="list-style-type: none"> <li>• Be aware and comply with policies and procedures relating to Safeguarding, Equal Opportunities, Behaviour for Learning, Health and Safety, Data Protection and confidentiality, reporting all concerns to an appropriate person</li> <li>• To promote actively the school's policies</li> <li>• To continue professional development</li> <li>• To comply with the school's Health and Safety policy</li> </ul>   |

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

## Person Specification

|    | Criteria  | Essential | Desirable |
|----|---|-----------|-----------|
| 1  | Good general standard of education  | Y         |           |
| 3  | Relevant work experience  | Y         |           |
| 4  | Experience of working on own initiative   | Y         |           |
| 5  | Experience of the use of a wide range of computer software including spreadsheets and data bases, including SIMS  | Y         |           |
| 6  | Knowledge \ experience of working in the education sector and/or schools  | Y         |           |
| 7  | Flexibility and ability to work as part of, and to contribute to, the school administration team  | Y         |           |
| 8  | Excellent interpersonal skills to enable positive outcomes when dealing with parents/carers, students, colleagues, governors, LA representatives and other outside agencies | Y         |           |
| 9  | Ability to deal sensitively and in confidence with a wide range of issues relating to working practices   | Y         |           |
| 10 | Ability to work effectively under pressure and to manage own workload   | Y         |           |
| 11 | Ability to communicate effectively at all levels both verbally and in writing   | Y         |           |
| 12 | Ability to type quickly and accurately  | Y         |           |
| 13 | Ability to work methodically, ensuring attention to detail  | Y         |           |
| 14 | Numeracy skills   |           | Y         |
| 15 | Willingness to train as a first aider and fire marshal  | Y         |           |
| 16 | Previous experience of Schools Admissions   |           | Y         |

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

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

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

June 2021