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| **Ferryhill Business and Enterprise College** | |
| **Job Title:** | Personal Assistant to Head Teacher / Deputy Head Teacher |
| **Grade:** | Grade 5 |
| **Hours:** | Full Time (37 hours) 7.45am – 3.45pm Mon – Thurs 7.45am – 3.15pm Fri |
| **Reporting to:** | Business Manager – Overall  Head Teacher / Deputy Head Teacher – Day to Day |
| **Main Duties:** | |
| To support the Head Teacher and Deputy Head Teacher in administering all aspects of their roles other than Examinations, Assessment, Recording and Reporting (EARR), including;   * Filter all calls for HT and DHT and deal with as appropriate * Manage all HT post. * Filter all visitors including students to HT/DHT office ensuring their time is spent most effectively. * Manage all typing for HT/DHT * Generate reports as required for HT/DHT from SIMS or other sources of information. * Manage and maintain all Child Protection filing and paperwork alongside the DHT/Designated Officer. * Create and manage electronic diary for HT, DHT and school including scheduling meetings, booking rooms and refreshments. * Advice and guidance to all staff in particular front office staff when required * Filtering and assessing tasks, dealing with or delegating as appropriate * Compile termly Full Governing Body HT report * Arrange all sub-committee Governors meetings including preparing all paperwork as well clerking for meetings not covered by SGSS. * Maintain first point of contact with Governors on all business matters. * Be responsible for taking minutes at the Raising Achievement and Pastoral meetings. * Assist in the administration of new admissions, arranging tours and compiling paperwork alongside DHT. * Administration of cover alongside DHT including displacing classes and liaising with agencies. * Preparing, producing and managing Pupil and Workforce Census. * Be responsible for managing all paperwork for pupil exclusions including updating SIMS and sending letters. * Liaise with pupil casework and other schools in relation to transfers and pupil information including temporary alternative provision. * Preparing and dealing with confidential documentation and information, including maintaining effective filing systems * Correspondence with LA, DCC, LSC, DfES and others, compiling reports and other data as required. * Liaise with HT and governing body to ensure policies are updated and kept in line with current legislation. * Ensure whole school communication is received on behalf of HT/DHT an appropriate manner i.e. Yammer, email or letter etc. * Manage all personnel matters including all recruitment and selection placing adverts, managing applications, and requesting references in addition to sending letters and undertaking safeguarding procedures. As well as qualifications and keeping an up to date confidential file for inspection, personnel and contractual issues, absences, data collection and dissemination, PD. * Liaise with LA HR in relation to all personnel matters including processing of timesheets, HR changes etc. in line with payroll requirements. * Coordinate the Performance Management process including ensuring timescales are met. * Create and manage all hard personnel files and filing systems for HT/DHT. * Manage and maintain confidential Single Central Record. * Manage all administration for staff absence which includes sickness, leave of absence and maternity/paternity ensuring the completion of a daily fire register, updating absence records on SIMS, diary and MyView. In addition to generating all absence paperwork and ensuring all staff absence insurance information and claims are kept up to date. * Maintaining up to date data on SIMS and Personnel which includes year-end procedures, new intake, CTF files etc. * Course Bookings for all staff * Secure data transfer * Communicate with IT Network Manager to ensure school website is kept up to date.   To carry out the duties and responsibilities required of the administrative assistant/receptionist as and when required during school holidays.  To support the Business Manager in daily administration and organisation as required and as time permits  **The above duties and responsibilities are not an exhaustive definition of all tasks associated with the post. These duties may vary from time to time without materially affecting the level of responsibilities or character of the post and this is reflected in the grading.** | |