

**Job Description**

**Directorate:** Children's Services

**Division:** Schools

**Post Title:** PA and Office Administrator (Byker Primary School) A5020

**Evaluation:** 420 Points **Grade:** N4

**Responsible to:** Head Teacher

**Responsible for:** N/A

**Job Purpose:** To provide comprehensive secretarial and administrative support to the school.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

**PA and Administrator of the Head Teacher's Office**

1. Provide timely and effective secretarial and administrative support to the HeadTeacher (and other members of the Leadership Team) in accordance with good secretarial practice.
2. Ensure the effective operation of the Head Teacher's personal office to ensure the efficient discharge of functions to Governors, teachers and parents including hospitality arrangements and management of the Head Teacher's diary.
3. Assist the school by maintaining good relationships with staff, parents, governors, contractors' representatives and external agencies in order to promote the objectives of the school.
4. Generate correspondence and reports of a routine nature. Completion of forms and returns required by Department of Education and Skills and other external agencies.
5. To staff the reception office, dealing with Head Teacher's mail and visitors.

### **Lead administrator for Personnel/HR matters within school**

6. Provide an effective recruitment administration process for all job vacancies to support the image of the school as a good employer and help to attract and recruit good quality applicants.
7. Oversee the process of staff recruitment on behalf of the leadership team and departmental staff ensuring that candidates are kept informed and recruiting managers are well prepared.
8. Manage necessary contractual matters relating to the appointment of successful candidates including ensuring pre-employment checks and contract administration are successfully completed in liaison with appropriate departments of the City Council.
9. Ensure all staff records are kept up to date and secure, including reporting sickness/other absences and monitoring patterns/trends.
10. Co-ordinating the administration of all personnel matters relating to sickness and absence including organising sickness absence reviews and advising Head Teacher or action required.
11. Advising and/or seeking information for staff on personnel matters.

### **Administrator of Governor Business**

12. Provide timely and effective secretarial and administrative support to the Governors in accordance with good secretarial practice.

### **Administration of school website content and social media platforms**

13. Working with the Senior Leadership Team to ensure the school website is compliant with DfE requirements.
14. Ensure effective communication with parents and carers using school website.
15. To perform regular housekeeping duties on the school website to ensure material is up to date, current and professional.
16. To manage school's social media sites on Facebook and Twitter.

### **Other duties**

17. Provide cover in the absence of the Senior Admin and Finance Officer.
18. To promote and implement the School's/Council's Equality Policy in all aspects of employment and service delivery.