



## Job Description and Person Specification

### Principal's PA and School Administrator

<b>Title:</b>	<b>Principal's PA and School Administrator</b>
<b>Employed by:</b>	Open Box Education Centre
<b>Responsible to:</b>	The Principal
<b>Salary:</b>	Band 2 pt.12-16
<b>Hours:</b>	Full Time 8:30am-3:30pm (term time only, plus 5 days)
<b>Work Base:</b>	Open Box Education Centre
<b>Start Date:</b>	Immediate start preferable
<b>Terms of employment:</b>	Permanent contract

#### AIMS:

- To provide an efficient and confidential secretarial service to the Principal
- To manage the school's administration, including attendance data and day-to-day HR systems, ensuring efficient administrative systems are established and maintained
- To support in the management of the main school office, including receiving telephone calls and visitors

#### MAIN DUTIES

##### Administrative and Secretarial:

1. Draft and type correspondence, reports, records and other documents for the Principal.
2. Set up and maintain efficient administrative systems, including manual and computerised information retrieval systems.
3. Photocopying, distributing and filing of documents as appropriate.
4. Take notes at a range of meetings and type up notes and distribute to relevant people.
5. Identify information in school prospectus/website that is out of date, get approval from Principal for proposed changes and get changes printed/uploaded
6. Order stationery and other supplies for school by completing order forms and send to supplier, receive stationery and distribute.
7. Manage student's referral data, including requesting and collating information from referring agencies and previous schools.
8. Manage school's admissions data, including procedures relating to pupils transferring or leaving the school.
9. Manage student attendance data, including maintaining accurate day-to-day attendance records and attendance monitoring systems, data, related correspondence and interventions.
10. Maintain accurate student data records for all students, including progress, health, careers, engagement, behaviour and exclusion records for all students
11. Manage the sharing of attendance and progress data with referring agencies
12. Manage day-to-day HR and personnel management
13. Manage day-to-day financial issues and petty cash
14. Support in the production of half termly reports to students and parents.

##### Student Welfare:

- To administer first aid to pupils as required, in keeping with the school's policy and order first aid supplies as necessary
- To assist with visits from school and immunisation nurses
- To assist with the general welfare of students, including ordering and collecting of student lunches

**Reception:**

- To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate
- To ensure school security arrangements are always complied with, including the issue of visitors' badges and signing of the visitors' book
- To accept and sign for deliveries as appropriate
- To provide hospitality for visitors to the school

**PERSONAL RESPONSIBILITIES**

- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy and GDPR compliance.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.

**What we can offer you:**

- The chance to be part of a new and developing Alternative Provision school that is dedicated to providing hope for the future, opportunities for achievement, acceptance as part of a community and lasting change to young people who have experienced trauma, rejection and exclusion.
- The opportunity to take and shape a new post that is designed to support the school's development as it strives to meet the increasing local demand for high quality alternative provision
- A caring, professional and collaborative small team of staff who are dedicated and committed to the success and welfare of all students and staff alike.
- A small, busy, friendly, supportive and caring working environment.

**Person Specification: Principal's PA and School Administrator**

SKILLS, KNOWLEDGE & EXPERIENCE	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE Literacy and Numeracy at least grades A*-C</li> </ul>	
<b>Administrative and Secretarial</b>	<ul style="list-style-type: none"> <li>Experience of working as an administrator and/or PA</li> <li>Experience of managing day-to-day HR responsibilities</li> <li>Experience of working with management information systems</li> <li>The ability to compile and update employee records, manually and computerised</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an alternative provision setting</li> <li>Experience of working as an administrator and/or PA in an educational setting</li> <li>Experience of working with an educational management information system</li> <li>Experience of managing and monitoring attendance data</li> <li>Experience of preparing statutory returns to the DfE</li> </ul>
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>Ability to relate appropriately, positively and respectfully to young people who have a range of challenging needs and behaviour</li> <li>Ability to remain calm, respectful and patient in the face of potentially angry, uncooperative or verbally abusive young people.</li> <li>Excellent communication skills and the ability to communicate effectively orally and in writing to a range of audiences</li> <li>Ability to communicate positively and supportively with parents</li> </ul>	
<b>Personal Strengths and Attributes</b>	<ul style="list-style-type: none"> <li>Ability to remain calm and cope under pressure in an environment when student behaviour can present challenges</li> <li>Ability to function effectively in a busy shared office environment</li> <li>Ability to manage and prioritise own workload effectively</li> <li>Ability to respond to changing priorities and new urgent tasks as directed</li> <li>Ability to learn new systems quickly and approach complex or unfamiliar tasks with initiative</li> </ul>	
<b>Understanding of the educational environment</b>	<ul style="list-style-type: none"> <li>Basic understanding of the learning experience provided by the school</li> <li>Ability to support children who may be unwell</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of the nature of Alternative Provision and the unique needs of students in these smaller settings.</li> </ul>
<b>Working as part of a team</b>	<ul style="list-style-type: none"> <li>Ability to work with other staff effectively and positively</li> <li>Ability to adapt and work flexibly in response to student needs</li> <li>A commitment to the vision, values and aims of Open Box Education Centre and an understanding of, and willingness to work within, its foundational Christian ethos.</li> </ul>	
<b>Effective working</b>	<ul style="list-style-type: none"> <li>Excellent personal organisation and time management skills.</li> <li>Ability to use a range of ICT software competently</li> <li>Ability to reflect on practice and implement change where necessary</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to analyse data, and to provide timely and accurate reports</li> <li>• Ability to manage own time effectively</li> </ul>	
<b>Safe Working</b>	<ul style="list-style-type: none"> <li>• Ability to manage equipment and safe practices in an organised way.</li> <li>• Ability to work within the organisation's policies and procedures.</li> <li>• An understanding of and commitment to promoting and safeguarding the welfare of students</li> <li>• An awareness that lifestyle, language, attitudes and behaviour have an impact on how young people see staff as role models</li> </ul>	
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Up to date knowledge of child protection procedures</li> <li>• Working knowledge and understanding of procedures and legislation relating to confidentiality and data protection with reference to GDPR</li> <li>• Ability to work positively with vulnerable students with challenging behaviour</li> <li>• A willingness to undertake first aid training</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working successfully with vulnerable students and students with challenging behaviour</li> <li>• A current appropriate first aid certificate</li> <li>• A commitment to a church and a personal Christian faith</li> </ul>
Please show in your letter of application how you meet each of these requirements.		

## **SAFEGUARDING**

Open Box Education Centre is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

Open Box Education Centre is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation. The information below provides pre-employment screening guidance for candidates applying for this job at Open Box Education Centre. Pre-Employment Checks appropriate to this Job Profile:

- **Identity**
- **Medical Screening**
- **References**
- **Qualifications**
- **Prohibition from Teaching**
- **Self-disclosure**
- **Enhanced DBS Check**
- **DBS Barred List Check**
- **Right to Work in the UK**
- **Childcare Disqualification Check**