

MATRIX ACADEMY TRUST
Job Description – PA to Sixth Form

Reports to:	Headteacher
Arrangement:	Full time – 37 Hours Term time only plus 1 week Working Hours: Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm (including a 30 minute lunch)
Salary:	Scale Group 3 Spine Points 9-12 £17,751-£18,509 Full Time Equivalent. Actual salary £15,183.14 to £15,831.49
Based at:	Etone College Leicester Rd, Nuneaton CV11 6AA
Main Purpose:	PA to the Sixth Form ensuring all students achieve highly and secure the best possible futures.
Main Activities:	<ul style="list-style-type: none"> • Be the first point of call for Sixth Form students for support and advice. • Managing the Sixth Form reception, answering the telephone and greeting students/visitors in a timely manner. • Manage the Sixth Form admissions process, including attending enrolment days (outside of term time) • Track students' attendance and punctuality to ensure the safety and success of all students. • Keep Sixth Form records accurate and up-to-date to aid the future development of the Sixth Form. • Make phone calls and write letters to parents to keep them informed of their child's progress. • Create daily notices for Sixth Form tutors and students. • Accurately follow fire drill procedures, taking a lead role for ensuring the safety of Sixth Form students. • Keep an accurate record of the 16-19 Bursary provision. • Ensure all Sixth Form records are filed accurately. • Supporting the Sixth Form team with the UCAS process • Produce and track Round Robins. • Support with the planning and booking of the Year 13 Prom and other Sixth Form events. • Organising and co-ordinating Sixth Form trips • Take minutes during meetings. • Keep stationery well stocked. • Submitting orders to the finance team.
General:	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to your line manager or child protection officer. • Participate in training and other learning activities and performance development as required. • Contribute to the overall ethos/work/aims of the school. • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • Be aware of, support and ensure equal opportunities for all. • Appreciate and support the role of other professionals. • Attend and participate in relevant meetings as required.

	<ul style="list-style-type: none"> • To support the Careers Coordinator with duties such as greeting guests for events and ad hoc administrative support where needed. • To attend First Aid training as required. • Administer First Aid to pupils, staff and visitors as required.
Additional Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community and to support its distinctive mission and ethos. • To encourage pupils to follow this example. • To actively support school policies. • To undertake any other duties as directed by the Headteacher

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name:..... Date:

Postholder Signature:..... Date:

	Essential	Desirable
Skills/Abilities, Knowledge and Experience	<ul style="list-style-type: none"> • Strong literacy skills • Good communication and listening skills • Excellent knowledge of Microsoft Office, particularly Excel and Outlook • Self-motivated and enthusiastic • Ability to work well under pressure, multitask and prioritise important tasks • Highly organised • Able to work in a busy office environment • Able to respond effectively to changing priorities • A friendly, professional and supportive approach • A commitment to providing a high quality service with strong attention to detail 	<ul style="list-style-type: none"> • Appropriate knowledge of first aid (training will be provided if required) • A willingness to learn new skills and undertake relevant professional development