

## MATRIX ACADEMY TRUST

### Head of House PA

Based at:	Dame Elizabeth Cadbury School
Arrangement:	37 hours per week Term time only plus 2 weeks Total 41 weeks 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 Full time equivalent salary £18,108 to £18,881 Pro-rata salary £16,183 to £16,873
Main Purpose:	To support and provide administration to the Head of House
Main Activities:	<ul style="list-style-type: none"> <li>• Undertake administration duties, answering routine telephone and face to face enquiries and signing in pupils.</li> <li>• Knowledge of pupils within the house who have a medical plan</li> <li>• Provide routine clerical support e.g. photocopying, filing, emailing, completing of routine forms.</li> <li>• Maintain pupil records and input necessary information on to relevant logs</li> <li>• Undertake typing, word-processing and other IT based tasks.</li> <li>• Operate relevant office equipment and IT packages (e.g. word, excel, databases, spreadsheets, Internet, photocopier, franking machine, computer).</li> <li>• Attend and minute relevant meetings as required.</li> <li>• First day absence calls/texts</li> <li>• Produce praise postcards and record on pupil files.</li> <li>• Produce commendation certificates as requested and update the central database.</li> <li>• Collate round robins on Head of House request in preparation for parental and/or professional meetings.</li> <li>• Maintain house documents (e.g. report cards, incident report sheets, medical cards, toilet passes and timeout cards).</li> <li>• Filing of safeguarding documents</li> <li>• Input of new admission forms and data collection sheets</li> <li>• Upkeep of medical register</li> <li>• To administer fire drills, ensure registers are collated and pupils are accounted for.</li> <li>• First aid to pupils, staff and visitors as required.</li> <li>• To attend First Aid training as required.</li> <li>• Participate in training and other learning activities and performance development as required.</li> <li>• Reception cover as and when required</li> </ul>
Responsibilities:	<ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to line manager or Designated Safeguarding Lead as appropriate.</li> </ul>
Additional duties:	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community and to support its distinctive mission and ethos</li> <li>• To encourage pupils to follow this example</li> </ul>

Requirements:	<ul style="list-style-type: none"> <li>• GCSE (or equivalent) Maths &amp; English Language at Grade C</li> <li>• Administration experience</li> <li>• Experience of using Microsoft Office</li> <li>• Experience of using SIMS (desirable)</li> <li>• First Aid trained (desirable)</li> </ul>
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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: .....