

MATRIX ACADEMY TRUST

Job Description –Leadership Team PA

| | |
|------------------|--|
| Arrangement | <p>Full time – 37 Hours Term –Time only Working Hours: Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm (including a 30 minute lunch)</p> |
| Main Purpose: | To support and provide administration to the Leadership Team & HR Support to the school |
| Main Activities: | <ul style="list-style-type: none"> • Fully support the Leadership Team in all aspects of administration • Undertake administration duties, answering routine telephone and face to face enquiries • Provide routine clerical support e.g. photocopying, filing, emailing, complete routine forms • Weekly bulletin – collate information and publish • Progress Evenings – prepare and organise the administration for all Progress Evenings • Type, collate and distribute parental letters • Undertake typing, word-processing and other IT based tasks. • Reception duties, as and when required • Monitor staff absence – return work interviews, absence sheet, absence analysis, arrange absence meetings • Keep staff files up to date –filing, scanning, shredding • Interviews – oversee the interview process including making arrangements e.g. itineraries, booking lessons & observations, request references and meet & greet candidates • Staff Induction Days – oversee the Induction Day including making arrangements e.g. book room, arrange refreshments, paperwork prior too the days, send invites |
| Responsibilities | <ul style="list-style-type: none"> • Promote and safeguard the welfare of children and young people you are responsible for or come into contact with • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to line manager or Designated Safeguarding Lead as appropriate. • Contribute to the overall ethos/work/aims of the school. • Attend and minute relevant meetings as required. • Appreciate and support the role of other professionals • Participate in training and other learning activities and performance development as required. • First aid to pupils, staff and visitors as required. • To attend First Aid training as required. |
| Skills: | <ul style="list-style-type: none"> • Excellent computer and keyboard skills and be able to operate relevant office equipment and IT packages (e.g. word, excel, databases, spreadsheets, Internet, photocopier, computer). • Excellent communication skills – both verbal and written • Good time-management, organisational skills and work-planning • Self-motivated and enthusiastic • Effective team worker |

| | |
|--------------------|--|
| | <ul style="list-style-type: none"> • An ability to remain calm when under pressure • An open, honest and active listener • A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service |
| 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. • Any other duties appropriate to the grade of the post as may be required 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: