

JOB DESCRIPTION

Senior Administrator/ Personal Assistant

JOB TITLE:	Personal Assistant to the Heads of School
SALARY:	O6-O10 (£28,980-£32,620)
BENEFITS:	Employers pension contribution - 3, 4 or 5% matching equivalent employee contribution. Available after 3 months in post. Season ticket or bicycle purchase loan scheme. Childcare voucher scheme.
HOURS:	Monday to Friday 8.30am to 5.00pm or 8:30-4:30 with 30 minutes lunch). You may also be required to stay later to manage parent/teacher evenings or oversee a school or fundraising event.
HOLIDAYS:	20 days, to be taken during school holidays, plus 8 bank holidays
REPORTS TO:	Heads of School
LOCATION:	Park House School, Tram House School and Charity office (currently based at 140 Woking Close, SW15 5LD)
PROBATIONARY PERIOD:	6 months
NOTICE PERIOD:	6 weeks both ways

JOB SUMMARY

- To be a the Senior Administrator and Personal Assistant to the Heads of School, to perform all necessary tasks requested by them and the Schools' Senior Leadership Teams. To undertake a full range of secretarial and administrative duties for the ELT and to ensure the efficient and effective running of their daily business. To be line manager to both the school's Administrators/ receptionists. On occasion you may be required to support members of the Senior Management Team from BeyondAutism Charity Team with administrative tasks.

Main Duties and Responsibilities

- Act as a first point of contact within the school for staff, trustees, governors, local authorities, parents and others seeking contact with the Heads of Schools and the Senior leadership teams of both schools.

- To assist the Head of Schools and Senior Leadership Teams of the Schools in organising their administrative workload. Liaising with the Head of Schools regarding the events of the day and following up resultant actions.
- Maintain complex diary management for the Senior Leadership Teams, arranging appointments and meetings as appropriate and ensuring that they are adequately briefed and have all relevant papers to be discussed.
- Make necessary travel arrangements for the Senior Leadership Teams
- Assemble and prepare papers required by the Senior Leadership Teams to attend meetings, prepare reports, or reply to requests for information.
- Ensure that papers are given to the Senior Leadership Teams for the next day's meetings and that any instructions/directions are obtained prior to the meeting.
- Ensure the maintenance of clear and effective filing, records and other systems and to keep them updated.
- Arrange a variety of fortnightly/weekly meetings and when required, take accurate notes. Ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.
- Sort and prioritise incoming post and filter telephone calls before passing them to the wider Senior Leadership Team, if it is deemed necessary.
- To draft correspondence and other documentation to the Senior Leadership Teams specification.
- Make any telephone calls as requested by the Senior Leadership Teams and follow up any resultant actions.
- To deal with electronic mail, both incoming and outgoing, in a secure manner.
- Support the Senior Leadership Teams in the organisation and detailed planning of special events, such as parent/teacher meetings. Overseeing that due diligence is carried out by the wider administrative team in the completion of all tasks. Organise workload and prioritise on a daily basis, using own initiative and knowledge of the work with minimum supervision from the Senior Leadership Teams.
- Maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils. Respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.
- To monitor spending and corresponding budgets through Xero, monitoring of admin teams and working closely with the central finance team.
- In the absence of the schools' administrators/ receptionists offer the Senior Leadership Teams support by covering in reception duties.

Human Resources

- Focus on supporting the HR administration for internal and external positions.
- Alongside the Heads of School arrange recruitment plans.
- Receive, record and document candidates information.
- Excellent communication with the HR Team, providing relevant information to ensure the SCR is compliant.
- Ensure accurate records of vacancies within the school.

Other duties

- To assist in dealing with complex enquiries or difficult visitors to the school.
- To undertake word processing, electronic communication, filing, photocopying work and to take accurate minutes of meetings as required.
- Comply with all school policies and procedures, particularly those relating to safeguarding and child protection, equality and diversity, health and safety, behaviour and data protection, reporting concerns to the Senior Leadership Teams or Designated Safeguarding Lead.
- Attend relevant training and take responsibility for own development.
- Attend relevant school meetings as requested by the Senior Leadership Teams.
- Attend relevant training/school meetings as requested by the Senior Leadership Teams.
- Attend occasional evening fundraising events and other school events as required.
- Work closely with all teaching staff and provide any reminders regarding the daily routine and ensure that all relevant staff know any important details.
- Undertake the role of coordinator for the Jack Petchey scheme.
- Work closely with the Designated Safeguarding Team in the recording of Safeguarding and Child Protection concerns, filling relevant paperwork safely and securely. Organise Child Protection Supervision meetings and take accurate minutes, circulating in a timely manner and following up resultant actions with those responsible.
- Communicate with Local Authorities, outside agencies, parents, carers and the local community and to make contact with any other individuals who have business with the school.
- Undertake project/research work as required.
- To complete the annual schools' census as requested by the Department of Education within the deadline given.
- Oversee the school's inboxes and make sure that all subsequent communications are forwarded to relevant parties and are actioned.

Organising events and trips

- Work closely with class teams in organising school trips and visits, organising the drafting and distribution of letters and other correspondence with parents and carers.
- Working with the Heads of School to plan and organise onsite activities, which could include vaccinations, school photographer, as examples.
- To liaise with the Senior Leadership Team in order to compile, plan and update the whole school calendar and the yearly planner.

General Responsibilities

- To understand, adhere to and actively implement all the policies and procedures of BeyondAutism and BeyondAutism Schools.
- To safeguard young people and vulnerable adults at all times.
- To undertake training as required.
- To act in accordance with data protection and confidentiality requirements.
- To undertake additional tasks as directed by the Schools' Senior Leadership Team

Providing reception support to the schools when needed, including:

- Receiving, signing in and dealing with or directing pupils, parents and other school visitors as appropriate
- Operating the school's switchboard, transferring calls, or taking and delivering messages as appropriate.
- Liaising with the Senior Leadership Team to ensure coverage across the two school sites.

Additional Training Provided

Over and above general on-the-job training the successful applicant will also be required to train for the following key roles and areas of responsibility:

- ABA in-house basic training
- First Aid Officer
- Fire Warden