

Corbets Tey School

Job Profile

Job title:	PA to the Head of Post 16 (35 hours per week, 41 weeks per year, 8am to 4pm with 1 hour lunch)
Grade:	APTC Scale 5, SP 12 - 15
School:	Corbets Tey @ The Avelon, Corbets Tey School
Reports to:	Head of Post 16
Staff managed:	None

Location: The Avelon, 100 Avelon Road, Rainham. RM13 7DH (may be required to visit and work from other school sites – Corbets Tey School & Routes4Life)

Job purpose and context

The PA to the Head of Post 16 and Pastoral Support is a member of the school support staff who will be responsible for providing administrative support to the Head of our Post 16 provision. The role will include meeting and event management, communications to parents and carers as well as liaising with other agencies and professionals connected to our students. They will support student transition to next steps and work with the Corbets Tey Family Practitioner Team to refer safeguarding and wellbeing concerns when appropriate. Whilst this role is predominantly based at The Avelon, the post holder may be required to travel between and work across both sites if required.

Roles and responsibilities

- PA to the Head of Post 16, providing full administrative support where needed
- Support with all day to day logistics to ensure the smooth running of the provision.
- Liaising with parents, carers, further education providers and adult social care to support transition
- Working in partnership with the Head of Post 16 to liaise with family practitioners to refer safeguarding and wellbeing concerns around Post 16 learners.
- Supporting communication with teachers, parents, students and multiagency professionals
- Coordinate with members of the admin team to ensure efficiency and consistency of service to stakeholders at the Post 16 site
- Prepare paperwork and communicate key information on behalf of Head of Post 16
- Administrative support for and in meetings.
- Receive calls to the Head of Post 16 when they are unavailable.
- Analyse data and prepare information appropriate to the audience in a variety of creative formats including Word, Excel, PDF, PowerPoint and other reports for the Head of Post 16
- Support teaching staff where appropriate with Post 16 activities and events
- Carrying out inductions for new agency staff allocated to support at Post 16 classes

Logistics and Reception Cover (as required)

1. Cover reception when required to allow reception breaks.
2. Ensure that visitors are given, read and understand safeguarding and health and safety information on arrival.
3. Sign visitors in and out of the site, complying with GDPR procedures at all times.
4. Liaise and direct agency/temporary staff to appropriate classes .
5. Issue appropriate visitor security passes according to safeguarding procedures (green or red lanyards) and to pursue, at the appropriate time, those that have not been returned.
6. Be vigilant in monitoring the car park, ensuring that all persons entering the building report to reception and alerting senior staff on site where necessary.
7. Answer all telephone calls received and to route such calls to appropriate extensions or to receive and pass on messages by email to intended members of the staff.
8. Ensure that the staff and student exeat sheets, visitor sticker folder, class registers and staff sign-in sheets are taken to the assembly point in the event of a fire alarm or drill.

General Duties

9. Work in accordance with the values, culture, ethos, equalities and inclusion policies of the school and post 16 proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
10. Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment.
11. Complete school based induction and any subsequent training required to improve performance.
12. Take part in the school performance management system.

Notes:

1. The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that it not specified in the job profile but which is within the remit of the duties and responsibilities.
2. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.
3. This is a new job profile for a new post. It will be subject to review with the postholder after one year and may then be reviewed from time to time

Corbets Tey @ The Avelon, Corbets Tey School

PA to the Head Post 16

Person Specification

Skills and Abilities	Essential	Desirable	Assessed by
Ability to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Highly organised with strict attention to detail and the ability to manage full administrative support for a senior lead.	✓		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	✓		Application & interview
Ability to communicate and interact effectively with all stakeholders	✓		Application & interview
Experience handling sensitive, multi-agency coordination (e.g., Social Care, Further Education, Family Practitioners)	✓		Interview
Ability to follow directions given by the senior leadership team	✓		Interview
Ability to manage and coordinate administrative services	✓		Application & interview
Ability to write respectfully, professionally and sensitively	✓		Application & interview
Ability to present a professional image to the school and beyond	✓		Application & interview
Knowledge			
An understanding of health, safety and security issues in schools	✓		Interview
Knowledge or experience of safeguarding procedures and referring wellbeing concerns	✓		Interview
An understanding of school office systems, procedures and policies	✓		Application & interview
A willingness to become conversant with and apply the policies and procedures of the school	✓		Application & interview
GCSE at level A – C in English and mathematics (or equivalent)	✓		Application & interview
Three years relevant experience in administration and organisation	✓		Application & interview
Experience in the SIMS computerised package used in schools		✓	Application
Willingness and motivation to develop own skills and proficiency	✓		Application & interview