



**JOB DESCRIPTION**

<b>Post title</b>	Personal Assistant to the Principal
<b>Responsible to</b>	Principal and Leadership and Management Team (LMT)
<b>Salary</b>	Single Status Grade 7/8
<b>Main Purpose of the Job</b>	<ul style="list-style-type: none"> <li>• To provide an efficient and effective PA and administration service to the Principal, Governing Body and Leadership and Management Team.</li> <li>• To ensure that the Principal is fully supported in all aspects of her role, including confidential matters.</li> <li>• To advise on compliance with legislation and guidance, for example Department for Education, School Admissions, School Governance.</li> <li>• To support and promote the school's ethos and its objectives, policies and procedures.</li> </ul>
<b>Duties and Responsibilities</b>	<p><b>Administration for the Principal / LMT</b></p> <ul style="list-style-type: none"> <li>• Personal Assistant             <ul style="list-style-type: none"> <li>○ Provide a confidential PA service to the Principal.</li> <li>○ Maintain the diary for the Principal, including arranging appointments as appropriate, receiving visitors and providing preparatory support.</li> <li>○ Assist the Principal and other members of the LMT with any projects/presentations they may be undertaking.</li> </ul> </li> <li>• Events and meetings             <ul style="list-style-type: none"> <li>○ Initiate and prepare agendas for internal meetings, take minutes and follow up agreed actions.</li> <li>○ Provide hospitality for all meetings led by the Principal at school; ensuring refreshments are ordered, served and replenished throughout the meeting.</li> <li>○ Comprehensive minute-taking across a wide range of meetings.</li> </ul> </li> <li>• Communication             <ul style="list-style-type: none"> <li>○ Act as the first point of contact for the Principal for all incoming enquiries.</li> <li>○ Handle all confidential correspondence with discretion.</li> <li>○ Liaise with Governors, the Diocese, staff (teaching and support), pupils and parents/carers, as required by the Principal.</li> <li>○ Liaise with professional bodies, outside agencies, other schools, and attend to queries, as required by the Principal.</li> <li>○ Act as the point of contact for the PTFA and Parental Focus Groups.</li> <li>○ Communicate school news and developments and LA/DfE correspondence to Governors.</li> </ul> </li> <li>• Production of documents             <ul style="list-style-type: none"> <li>○ Provide efficient day-to-day PA and secretarial support for the Principal, including confidential secretarial assistance, the preparation of reports, agendas, minutes, correspondence, spreadsheets, databases, presentations, posters and advertisements, together with regular accurate paper and electronic filing.</li> <li>○ Manage the preparation and presentation of whole-school documentation for third party inspections.</li> </ul> </li> <li>• Maintenance of systems             <ul style="list-style-type: none"> <li>○ Maintain the Principal's filing system.</li> </ul> </li> </ul>

- Ensure that policies are kept up-to-date and that they are made available to staff and/or parents as required.
- Manage the Complaints Policy and process, ensuring all complaints by parents/pupils are dealt with quickly and efficiently following school procedures, keeping an up-to-date record of investigations, actions and responses.
- Human Resources
  - Collation and preparation of documentation relating to disciplinary hearings.
  - Maintain staff records to document the employment history and evidence of any entitlement to employment rights for each employee, in accordance with the provisions of the Data Protection Act.
  - Maintain staff personnel files, ensuring they are always kept up to date.
  - Provide assistance with investigations into allegations or complaints as necessary, e.g. minute taking.

### **Admissions Manager**

St Richard's Catholic College is its own Admissions Authority.

- Undertake all matters relating to the admission of pupils, in particular Year six into Year seven and 'in-year' admissions and to maintain the school roll book. This equates to processing 350 applications a year.
- To ensure all legal procedures and policies are adhered to and to advise the Admitting Authority (3 to 5 Governors) and the Principal.
- Lead contact for all parents/carers seeking admission for their child into the school, explaining and assisting with the admissions process.
- Liaise with Diocese, LA, Governors and parents regarding pupil admissions.
- Ensure all paperwork is in place for the Admissions Committee of the Governing Body, supporting the meeting (for example, providing guidance) as appropriate.
- Present all applications to the Governors to facilitate easy categorisation.
- Manage input into SIMS of the new Year 7 intake database from the Local Authority and to deal with any anomalies or queries in relation to the intake.
- To prepare and issue welcome/induction packs for the new pupils and assist with the preparation of pupil profile information. Take an active role in the transition process, including preparing materials for events at feeder primary schools, providing parents with all necessary information and documentation; attending Open Evening to assist parents with any queries.
- Ensure that relevant pupil information is gathered from previous school(s) and circulated as appropriate to key staff.
- Liaise with SEN regarding admission of EHCP pupils.
- Liaise with the Local Authority, the Diocese and the Appeals Clerk in relation to setting up appeal panels and preparing all paperwork for the appeals (for approximately 50-60 appellants per year).
- Manage the waiting list, including communication / correspondence with parents, Local Authority and Diocese.
- Undertake collection, entry and extraction of data required to complete statutory returns.
- To transfer data safely according to the Admissions timetable.
- To prepare statutory information and update the school website in accordance with the timetable.
- To prepare admissions statistics for the Principal, LMT and Governors for inclusion in reports.

	<p><b>Miscellaneous</b></p> <ul style="list-style-type: none"><li>• Be committed to safeguarding and promoting the welfare of young people and following the Safeguarding Policy of the school.</li><li>• Perform other such duties as reasonably correspond to the general character of the post.</li><li>• To attend training and INSET as required and appropriate for the various aspects of the post.</li></ul>
--	--

**This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.**