



St Alban's CE Aided Primary School

Headteacher: Mrs Nicola Hordell BA (Hons), PGCE, NPQH

Dear Colleague,

Thank you for your interest in the position of Senior Administrative Officer and PA to the Headteacher at St Alban's CE Aided Primary School.

The successful candidate will work as part of a genuinely caring, friendly team in a school with an excellent reputation and high standards. The key responsibilities of the role are outlined in the job description attached.

I would encourage you to visit the school where you will receive a very warm welcome from both staff and children. Please contact the school on 02392 482072 or email adminoffice@st-albans.hants.sch.uk to arrange an appointment.

I look forward to receiving your application and hope that you find the attached information useful. Please return your completed application to the school by 12 noon on the date listed on the advert.

Once the panel have shortlisted we will telephone successful candidates to invite them to interview.

If you have any questions, please do not hesitate to contact the school office.

Yours sincerely

Mrs Nicola Hordell
Headteacher

Additional Information and Characteristics

St Alban's is a one- form entry Church of England Aided Junior School situated in Havant, heavily oversubscribed with 218 children on roll and a waiting list. The school admits children from the deanery of Havant which includes Emsworth and Hayling Island.



Of our pupils, approximately 20% are eligible for Pupil Premium (free school meals or 'looked after'); 6-8% are from other ethnic backgrounds; approximately 12 -14% have SEND. Attendance is above the national average.



The staff team is dedicated, hard-working and fully committed to the Christian values and aims of our school. All staff demonstrate high expectations and ambition for the children in our care and mutual support and collaboration are strong features of the St Alban's family.

The school leadership team comprises of the Headteacher, Deputy Headteacher (also a classteacher), KS1 and KS2 phase leaders and the SENCO.

The office team comprises of the Senior Administrative Officer and PA, Finance Manager (part-time), Senior Admin Assistant (part-time) and Admin Assistant (part-time). The Senior Administrative Officer and PA acts as line manager to the office team and site manager, so the ability to lead and manage a team is essential to this role.

Our special educational needs team is led by a highly skilled and supportive SENCO and includes an ELSA and Home School Link worker. We have an extremely well-qualified and large team of teaching assistants who are very involved and committed to the work of the school.

Outcomes by the time the children in our care leave St Alban's are outstanding and have remained significantly above national averages for many years. Efficient school administration and management of core tasks is crucial to the success of the school as a whole, and the role of Senior Administrative Officer and PA is a particularly important one in ensuring this.

The Church 'Aided' status of our school means that there are additional administrative tasks and responsibilities for our office team to manage that are normally undertaken by the Local Authority in 'Controlled' schools (for example admissions, issuing of contracts).



Person specification

Senior Administrative Officer and PA to the Headteacher

Role profile: Senior Administrative Officer, Grade E

The successful applicant will:

- be able to lead a team effectively in order to ensure high standards and operational efficiency are achieved at all times, and to effectively manage and develop individuals within the team
- have GCSE grade C English and Maths as a minimum, excellent IT skills, excellent communication skills (both written and oral)
- have experience of school-based systems such as SIMS, TUCASI and IBC
- have very strong interpersonal skills and the ability to manage challenging situations within a very busy environment
- be able to use initiative and demonstrate a 'can do' approach to prioritising tasks, solving problems and multi-tasking
- be able to work to tight deadlines and have the ability to be flexible and adaptable
- be efficient, organised and accurate, with an excellent attention to detail
- have recent knowledge of statutory policies and procedures in relation to school administration (including HR), managing pupil medical needs, Data Protection (GDPR) and Health and Safety requirements
- understand the need for confidentiality and discretion and demonstrate very high standards of professionalism at all times
- enjoy working with children
- be ready to support first aid and medical needs as a First Aider (training can be provided)
- promote and support the Christian ethos of the school, demonstrating conduct in keeping with this at all times
- understand the importance of establishing and maintaining an effective safeguarding culture

ST ALBAN'S CE (AIDED) PRIMARY SCHOOL

Senior Administrative Officer & PA to the Headteacher

Related role profile: Senior Administrative Officer, Grade E

Responsible to: Headteacher

Function: Promote the delivery of efficient and effective administrative systems and procedures, providing and deploying team management and resources to meet school requirements; providing PA support to the HT

Line Manager for: Finance Manager, Senior Administrative Assistant, Administrative Assistant and Site Manager

Key responsibilities:

1. Manage the delivery of office systems, processes and procedures including prioritising workloads and balancing resources.
2. Line manage the office team and site manager, conducting Performance Management reviews, setting targets, and providing support and training.
3. Provide a PA service to the Headteacher, including liaising with other agencies/individuals, parents and staff, drafting correspondence, disseminating information etc.
4. Ensure the operation of an efficient school reception service, including providing support at busy times/covering lunch breaks as required.
5. Ensure communication to /from the school is efficient, timely and contributes to the overall smooth running of the school and its activities (including ensuring that email/text distribution lists are accurately maintained).
6. Maintain office records in line with LA retention schedules and GDPR requirements.
7. Oversee pupil records, providing reports as required and ensuring all information is recorded accurately (including free school meals, SEND etc).
8. Ensure accurate completion of pupil/workforce census.
9. Act as Data Protection Officer for the school, implementing the school's policy, attending training and advising on requirements/regulations.
10. Provide advice and act as the school's main point of contact to the Home School Association (HSA).
11. Take a lead role in ensuring that all staff new to the school (and volunteers) are inducted properly in line with school procedures, maintaining records, organising training as required and carrying out all necessary HR checks for new starters.
12. Take a lead role in ensuring that school systems and procedures provide robust safeguarding for all pupils, including monitoring the school's SCR to ensure it remains compliant and ensuring the school's emergency response plan is up to date.
13. Manage Health and Safety systems and procedures, including ensuring that training is completed, scheduled and recorded and contribute to audits and monitoring checks.
14. Manage the Administration of Medicines and other related policies related to health and wellbeing (e.g. First Aid), ensuring records are maintained and undertaking the duties of a First Aider for both adults and pupils (attending training as required).
15. Act as password/user administrator for IT systems including setting up new users, liaising with the schools IT support service (DRIFT) and Hampshire IT, providing support to staff to ensure access.
16. School Lettings: ensure that all appropriate checks and documents are in place (e.g. insurance records) for any external users of the school site.

17. Maintain staff records, including absence, and carry out administration for the recruitment of new staff.
18. Manage pupil admissions, maintaining the waiting list, offering places that become available (in consultation with the Headteacher) and providing administrative support for appeals and the main Year R entry admissions process.
19. Book training for all members of staff and maintain training records.
20. Liaise with contractors in the absence of the site manager.
21. Arrange supply cover when necessary.
22. Provide support to the site manager in HR/personnel related matters in relation to the management of the site cleaning team.
23. At times, help children with personal cleanliness, provide support in clearing messes when site manager/cleaners are not on duty.

In addition, the post holder may also be required to undertake any other duties that may reasonably be allocated by the Headteacher.