



GIGGLESWICK
SCHOOL

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE:	Headmaster's PA – Giggleswick Junior School
LOCATION:	Giggleswick Junior & Senior School
RESPONSIBLE TO:	Junior School Headmaster
RESPONSIBLE FOR:	n/a
HOURS OF WORK:	Term Time only plus 4 weeks in School Holiday period. To include attendance at INSET at the start of each term. Monday to Friday, including Saturday mornings on a rota Monday 8am – 5pm Tuesday 8am – 5pm (1pm – 5pm at Senior School) Wednesday 8am – 2pm Thursday 8am – 5pm Friday 8am – 2pm Saturday x 12 per year 8am – 12 noon 35 hours per week over 37 weeks (0.83)
SALARY:	A.2 Points 5 – 9 £17,657 - £22,441 per annum, pro rata to £14,638.24 - £18,604.34 (0.83 contract)
CLOSING DATE:	Midday Friday 26 November 2021 Interviews will be held Tuesday 30 November 2021

Giggleswick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the school's Safeguarding Policy and Procedures at all times.

JOB PURPOSE

To provide administrative support to the Junior School Headmaster in the smooth running of those areas of the School for which the Headmaster has responsibilities and to work as part of a team to help achieve the aims of the School. You will also support Senior School Reception dealing with general telephone queries and greeting visitors to the School.

Main duties and responsibilities

1. Administrative Support for the School.

To provide administrative support for the Senior and Junior School including.

- To develop and maintain a good working relationship with teaching and support staff, pupils, parents, suppliers and any other visitors to Junior and Senior School, communicating and liaising effectively, whilst ensuring total confidentiality and discretion.
- To act as front-line contact for the Junior and Senior School for incoming enquiries especially by telephone, emails and letters from parents. To be the first line of contact for parent liaison.
- To liaise with Teachers in relation to registers and follow up on anomalies and produce a daily fire register.
- Organising and booking trips for staff, as well as organising arrangements for parent events (i.e. conferences, workshops, GSPA events, Speech Day)
- Arranging appointments for the Junior School Headmaster both for internal and external stakeholders. Booking rooms and setting up rooms for meetings including equipment and refreshments.
- Supporting the Junior and Senior School team with administrative tasks to support them in their day-to-day duties and take notes where required.
- Arrange appointments for the Headmaster, booking rooms and setting up rooms for meetings including equipment and refreshments.
- To act as a liaison between the Heads PA, SLT and assisting in the completion of censuses.
- Support the Assistant Head (Academic) in the administration and organisation of pupil assessments (e.g. GL)
- With the Head, create duty rotas and arrangements for staff.
- With the Database Administrator, ensure all information on pupils is collated and available on the MIS, as well as staff timetables, and reports are generated. Support the Headmaster in ensuring safeguarding records/information for new pupils is obtained, and Admissions Registers are up to date.
- Oversee a school events calendar (annual and termly) to form the basis of the Red Book, and ensure information is correctly available to parents on the portal. Support the Head in ensuring the Parents' Handbook is up to date each year.
- To collate invoices, payment requests and order resources for the School, ensuring that all payment requests have the Headmasters approval.
- Organise and book any courses as required by the Junior School staff.
- Communicate well with parents, prospective parents, pupils, governors and both teaching and support Staff.
- To ensure that the Junior School is open and operational throughout the working day providing advice and support for staff, parents and prospective parents. Supporting the Junior School with the organisation of social events.
- Daily checking of attendance registers and following up concerns as required. Ensure bus bookings are accurate and reported to duty staff.

2. Marketing, Admissions and Nursery

- Liaise with the Marketing and Admissions department to support the process within the Junior School under the direction of the Admissions team.
- Liaise with the Schools Marketing Department to update Junior Schools Handbooks.
- To ensure that leavers files are stores in line with GDPR regulations.
- To support the PTA at Junior School.
- To provide Administrative support to the Nursery Manager as and when is required, including the creation of monthly bills to parents.
- To liaise with the Digital Communications Manager to ensure that the Social Media content is frequent and up to date. Lead in the collation of weekly information to parents – social media, website, newsletter. General oversight of the website to ensure information is up-to-date.
- To liaise with the Schools admissions team to support with Open Days, potential new pupils, planning and supporting School visits.
- To liaise with the Schools Marketing team to ensure that the Junior School is promoted and marketed to its full potential.
- Collating information from the Senior and Junior School staff and lead the organisation of the creation of the school's Chronicle.

3. General Responsibilities

- To participate in regular team meetings and personally contribute to the development and promotion of the School;
- You will be expected to be fully conversant with and implement the School's range of equality and diversity and safeguarding policies and procedures, to ensure the health, safety and welfare of all pupils and staff;
- To participate in the School's appraisal scheme and undergo further professional development in line with the needs of the school;
- Providing/administering First Aid when required and ensuring the First Aid boxes at the Junior School are fully equipped.
- To organise any maintenance work for the Junior School as required.
- Any other duties commensurate with grade and status as may reasonably be requested.

4. Other

- Other tasks may develop and been added to this role, following suitable training and subject to time available.
- Be fully knowledgeable of the Health and Safety regulations in the area of responsibility.

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from the Head or Bursar to undertake work of a similar level that is not specified in this job description.
- This job description may be amended at any time following discussion between the Manager and member of staff and will be reviewed annually.

5. Probation Period

- The first six months of employment will be probationary. The probationary period may be extended at the School's discretion.

Person specification		
	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Possess a minimum of Level 3 qualification; • Evidence of high standards of literacy and numeracy to a minimum GCSE English and maths Grade A*- C. 	<ul style="list-style-type: none"> •
Values/Personal Qualities	<ul style="list-style-type: none"> • Clean smart appearance; • Excellent communication skills, diplomacy and tact; • Excellent organisational skills; • Drive commitment and enthusiasm; • Ability to work using own initiative and as part of a team; • Sensitive to the concerns of others; • Ability to maintain confidentiality and privacy; • Willingness and ability to be flexible. 	
Experience & Knowledge	<ul style="list-style-type: none"> • Experience of working in and contributing to an effective team; • Experience in a range of administration support tasks; • MS Office suite including Word, PowerPoint, Excel and Outlook. 	<ul style="list-style-type: none"> • Experience/understanding of working in a similar environment; • Awareness of Junior & Senior Schools.
Skills	<ul style="list-style-type: none"> • Good written and verbal communication skills and ability to communicate to a diverse range of people clearly and effectively; • High level of accuracy and precision in drafting letters, maintaining records etc. • Able to prioritise own workload, experience of successfully achieving deadlines and working without close supervision; • Database maintenance. 	<ul style="list-style-type: none"> •

Health & Safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to, Giggleswick School's Health and Safety policy.

Equal Opportunities Employer

Giggleswick School is committed to eliminating discrimination and encouraging diversity amongst our workforce. We aim to provide quality and fairness for all job applicants and employees and not to discriminate, or to receive less favourable treatment, on grounds of age, disability, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Employment decisions will be made on the basis of each applicant's job qualifications, skills, experience, and abilities. Applicants or employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Rachel Attack, Human Resources Manager, reatack@giggleswick.org.uk

Child Protection and Safeguarding Policy

Giggleswick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the School's Child Protection Policy and Staff Code of Conduct at all times. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.

School Values

Ensure your work, communication and approach conforms brand values and style of the school. You will need to be aware and comply with the Giggleswick school rules, policies and procedures at all times, as detailed in the handbook you will be provided with at induction.

November 2021