Job Description

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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| **Post** | Headteachers Pa/Administration Co-Ordinator |
| **Grade** |  |
| **Responsible to** | Principal |

Purpose of the Job:

To work as part of the administrative team in supporting the college in attaining its aims and objectives by providing secretarial support to leadership team attending all meetings, taking minutes and providing general support for the effective conduct of their business. Working in close liaison with the leadership team, taking decisions on day-to-day operational matters within guidelines of workplans, policy, procedure etc.

Main Objectives:

1. Provide timely and effective operation of secretarial and administrative support to the Headteacher and Leadership team in accordance with good secretarial practice.
2. Ensure the effective operation of the Principal's personal office to ensure the efficient discharge of functions to Governors, teachers and parents including hospitality arrangements and management of the Headteacher’s diary.
3. Assist the School by maintaining good relationships with staff, parents, governors, contractors’ representatives and external agencies in order to promote the objectives of the School.
4. Management of reception - security/visitors, ensuring that the visitors book is maintained.
5. Co-ordinate the allocation and programming of the work of clerical support posts to ensure that the needs and priorities of the School are met. Ensure that pupil’s records of progress are completed to a satisfactory standard and deadlines are met.
6. Generate correspondence and reports of a routine nature. Completion of forms and returns required by Department for Education and Employment.
7. Prepare recruitment material for all posts, arrange for advertisements to be placed, ensure the shortlisting and interviewing panel to receive copies of application forms and informing shortlisted candidates of interview. Arrange hospitality for interviews.
8. Ensure that all staff records are kept up to date and secure.
9. Oversight of the production of school publications, in particular the curriculum booklets, prospectus and newsletters.
10. Open, sort, log and distribute incoming mail.
11. To ensure the promotion of the school image as a whole by meeting on a weekly basis with Headteacher and Senior Colleagues to consider issues which contribute to a high profile of media links. Promoting staff and pupil achievements via the media by preparing summary release documents for approval by Headteacher and Senior Managers.
12. Any other duties relevant to the post.

*This job description will be reviewed annually and may be amended according to changing requirements of the College.*