ARTHUR MELLOWS VILLAGE COLLEGE

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.

NAME:

JOB TITLE: **PA TO THE DEPUTY HEADTEACHERS**

RESPONSIBLE TO: **DEPUTY HEADTEACHERS AND HEAD OF COLLEGE**

LINE MANAGEMENT RESPONSIBILITY: **ADMINISTRATION STAFF**

BUDGET: **ADMIN**

MAIN RESPONSIBILITIES:

1 To provide high level confidential administrative support to the Deputy Headteachers and the Senior Leadership Team.
2 Be the first point of contact for HR matters within the school, supporting staff with empathy, professionalism and discretion.
3 To be responsible for the Single Central Record.
4 To manage all aspects of the HR Office.
5 To process the School Workforce Census.
6 Operational hands on role as Allergy Co-ordinator.
7 Manage and oversee the operational aspect of First Aid at the College.
8 To deputise for, and support, the PA to the Head of College when required.
9 To jointly line manage the Admin Team with the PA to the Head of College.
10 To assist in the effective and efficient running of the College offices.
11 Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Keeping Children Safe in Education and Child Protection Procedures.

SECTION 1 - DUTIES:

1.	Provide full and effective administrative support for the Deputy Headteachers and the Senior Leadership Team.
2.	Be the first point of contact for HR matters within the school, supporting staff with empathy, professionalism and discretion. Build strong and trusting relationships across the school community, providing guidance in accordance with Trust policies to ensure equitable, consistent and confidential outcomes. Ensure the Deputy Headteacher and Head of College are kept appropriately informed of HR matters. To manage all aspects of the HR office, including but not limited to:- • Acting as the first point of contact for all staff on HR-related matters, providing professional advice, guidance, and support. • Overseeing the end-to-end recruitment process, including the preparation of advertisements, job descriptions and person specifications; administration of vacancies through the MyNewTerm platform; arranging interviews; obtaining references; and supporting interview and selection activities.

	• Managing compliance with safeguarding and safer recruitment requirements by overseeing all mandatory pre-employment checks, including DBS, online, overseas, prohibition, and right-to-work checks. • Monitoring and managing site access for agency workers, contractors, and visitors, ensuring compliance with safeguarding requirements and DBS regulations. • Working collaboratively with the Trust to ensure compliance with HR policies, procedures, employment legislation, and organisational standards. • Managing the maintenance of accurate employee records, including personnel files, absence records, contractual changes, and other employment-related documentation. • Overseeing the daily staff attendance monitoring, ensuring the maintenance of computerised attendance records for all staff, the preparation of attendance and punctuality reports upon request. • Line managing the HR Officer and carrying out their duties in their absence.
3.	Ensure the Single Central Record spreadsheet (SCR) is correct and up-to-date at all times. In preparation for Governor and Trust audits and mandatory Ofsted inspections.
4.	The production of all relevant statutory returns ie School Workforce Census as well as reports for SLT, Governors and Trustees.
5.	To provide a hands-on operational role as Allergy Co-ordinator for the College, reporting to the Designated Allergy Lead (Deputy Headteacher).
6.	Line manage the First Aid team and oversee the operational aspect of First Aid at the College, which may include providing First Aid care and support for students, staff and visitors. Take the lead role for medical emergencies, supporting the team and liaising with paramedics, SLT and parents. The supervision of students' prescribed medications and helping to manage their conditions. To be pro-active within the College in the promotion of First Aid and related services, to ensure that the College maintains such services in line with the current developments and initiatives and that teaching staff are regularly updated on First Aid issues.
7.	Provide a high level of quality assurance and attention to detail to all College communication, proof-reading, checking and monitoring correspondence and documentation produced by staff, ensuring everything produced is of the highest standard.
8.	Assist the with the co-ordination of all aspects of College events within the responsibility of the identified SLT person, eg Prospective Parents' Evening, Sixth Form Open Evening, Parents' Evenings, Governors' meetings, transition events. This will involve attending events in the evenings.
9.	Co-ordinate the production of agenda papers for meetings, attend meetings and produce reports and minutes as required.
10.	To work alongside the Data Protection Officer and the Senior Leadership Team to ensure that all aspects of GDPR policy and Privacy Notices are adhered to and complied with.
11.	Liaise with external agencies as required.
12.	Work flexibly to meet agreed deadlines and targets. Working commitment is as follows: • 25 days holiday a year (increasing to 32 linked to length of service) • Holiday may only be taken in non-term time • The last 7 days of the summer holiday must be worked in preparation for the new academic year. • Holiday to be approved by the Deputy Headteacher to meet the needs of the business.

13.	Deal with or report to the nearest member of the teaching staff, incidents that are seen or reported regarding students' welfare.
14.	To assist with hospitality arrangements for all functions within the College. Specifically providing refreshments for visitors, internal meetings, training sessions etc. To include clearing refreshments and tidying room at the end of the session.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare. To undergo basic First Aid training and update courses.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the College.
- Undertake any necessary professional development as identified in the College Improvement Plan taking full advantage of any relevant training and development available.
- Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post.

Child Protection

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the College's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the College s/he must report any concerns to his/her Line Manager or the College's Child Protection Officer.

Other Tasks

Any other tasks, duties or services that may be reasonably requested by the Headteacher.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Compiled by:	
Approved by:	
Date:	