

HOLY CROSS CATHOLIC HIGH SCHOOL

Job Description

Post	Administrative Manager/Headteacher's PA		
Hours	37 hours per week TTO + 2 weeks	Scale 5/6 Pt 22 - 28	£21,074 - £25,463 (pro rata)
Responsible to	<ul style="list-style-type: none"> • Business Manager and Headteacher 		
Administrative Management	<ul style="list-style-type: none"> • Responsible for development, implementation and on-going monitoring of whole school administration and associated processes • Manage the planning, development and monitoring of effective support services • Line management of administrative staff including responsibility for introduction of and maintenance of systems for performance, appraisal, attendance, training and development • Responsible for on-going review of support staff structures • Identify and raise opportunities for improving procedures and processes within the admin team to support the continuous improvement of services • Manage the administration of the school's Admissions procedures 		
Headteacher's PA	<ul style="list-style-type: none"> • Act as a personal assistant to the Headteacher providing secretarial and administrative service • Diary management, organisation of meetings and minute taking • Liaise with external agencies on behalf of the Headteacher • Provide a point of contact for parents/carers, Governors and external agencies wishing to speak with the Headteacher • On behalf of the Headteacher, responsible for communication information of a sensitive or confidential nature with parents, Governors, external agencies and school staff • Assist the Headteacher in the coordination of school functions 		
School	<ul style="list-style-type: none"> • To work within school policies and procedures • To contribute to the provision of an effective environment for learning • To support the promotion of positive relationships with parents and outside agencies • To attend skill training and participate in personal/performance development as required • To care for their own and other people's health and safety • To be aware of the confidential nature of issues 		
Other	<ul style="list-style-type: none"> • Undertake other administrative support duties such as Reception duties, filing, answering the telephone • Facilitate Governors' meetings • Minute taking at various school meetings 		

In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

Your duties should be discharged in such a manner as to maintain and develop the Catholic character of the school and to support the school mission statement.

This job description may be altered by consultation and discussion. It will periodically be reviewed as part of on-going continuing professional and school development. In addition it may be amended at any time after consultation with you.

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

The successful applicant will be subject to an Enhanced DBS disclosure.