

Sparklers Centre of Excellence

Personal Assistant to Executive Head

Full-Time, Position to commence August 2020

Sparklers Centre of excellence is an Inclusive setting, for children and young people aged 3 to 19 years who may or may not have additional needs. We have a warm, mutually supportive and caring ethos with an enthusiastic and skilled staff team that is highly aspirational and committed to pupil welfare, progress and enhanced life chances.

We are seeking a Personal Assistant (with relevant graduate experience) wishing to work in a school setting to join our fantastic Sparklers Community. The successful candidate may be required to work across the age-range and in our different settings.

We are looking for a Personal Assistant who:

- The lead on school administration, developing and line managing the administrative staff team in line with school expansion.
- To provide administrative support to the Head Teacher.
- To oversee pupil attendance and work with parents to improve attendance where needed.
- To support the Governing Body.

Main responsibilities:

Administration Duties

1. To provide administrative and PA support to the Head Teacher and Deputy Head Teacher.
2. To manage the Head Teacher's diary.
3. To produce the school diary sheet weekly.
4. Administration associated with student applications to the school and processing of place offer documentation.
5. To manage school receptionists/admin staff, providing support as required.

Administrative Responsibilities

6. Monitoring of administrative workload and strategic expansion of administrative team as the school expands.
7. Oversee general data collection and production of statistical information, school census and returns.
8. Managing administrative processes and line managing the admin team.

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9. Ensuring that performance data is loaded on CASPA and/or other school systems information and exporting to LA on a yearly basis.
10. Ensure that all records relating to learners and parents are accurate, up to date and accessible.

Annual reviews and EHCPs

11. To ensure that all school administrative processes required for the annual reviews and EHCPs are in place.
12. The coordination of invitations for annual review meetings

Pupil Attendance and Welfare

13. To ensure the daily administration of absences and report concerns regarding pupil absence to school leaders and staff. To provide reports to deputy head on learners causing concern meetings.
14. To be responsible for producing all attendance data including regular reports on attendance for analysis by the head teacher and members of the SLT.
15. Ensure that all contact with parents is prompt and effective
16. Ensuring accurate recording of and updating pupil data using SIMS.
17. Maintain standards of confidentiality and data protection.

Liaison with the Governing Body

18. To be the main point of contact for Governors and facilitate their access to the school information and activities.
19. To proactively seek for governors to visit the school regularly.
20. To manage all processes relating to Governor committee meetings, liaising with Chairs of Committees to produce and distribute agendas, attending and taking minutes of meetings, and management of School Policy review.
21. To ensure Governor and Policy information is up to date on the school website.
22. Any other general duties as required by Head Teacher.

Benefits include:

- Working with a creative, enthusiastic, supportive and caring team of staff
- Training and CPD
- Coaching and mentoring
- Access to our company voucher scheme

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Safeguarding: Sparklers Centre of Excellence is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. Successful applicant will be subject to an enhanced check by the police.

Equal Opportunities: Our foundation has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

Confidentiality: Our foundation is committed to maintaining the privacy of all its staff and learners. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Health and Safety: Our foundation is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

If you have high expectations of your learners and want to work within a stimulating and motivating learning environment as part of a successful and supportive team, then please get in touch. For an informal discussion, to arrange a visit, or request for an application pack, please email harriet@sparklersfoundation.org CVs will not be accepted; only applications submitted on the application form will be considered. Our application form is also available on our website.

Closing date: Contact for further information

Interview date: Contact for further information