

ENDEAVOUR LEARNING TRUST



JOB DESCRIPTION	
JOB TITLE	PA to Head of School & Cover Manager
GRADE	Grade 6 SCP 11 – 19
SALARY	SCP 11 £21,166 to SCP 19 £24,799
PRO-RATA	SCP 11 £18,400 to SCP 19 £21,558
LOCATION	Burscough Priory Academy
HOURS PER WEEK	37 hours per week
WEEKS PER YEAR	Term time only plus 2 weeks
TEMPORARY/PERMANENT	Permanent
RESPONSIBLE TO	Head of School
ENDEAVOUR LEARNING TRUST IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT	
JOB PURPOSE	
<ul style="list-style-type: none"> • Provide an effective administration support service to the Head of School and Senior Leadership Team to ensure they can undertake their role efficiently • To provide effective supervision of school administrative functions • To organise the provision of cover for teaching and learning staff, including coordination of cover supervisors and liaison with supply staff and agencies 	
MAIN ACTIVITIES	
<ul style="list-style-type: none"> • Provide a secretarial and administrative service to the Head of School and other senior staff, acting as a personal assistant to the Head of School • Diary management, organisation of meetings and minutes taking • To oversee the administrative function within the school, including staff and systems • Liaise with external agencies (e.g. Local Authority, multi-agency teams) on behalf of the Head of School • On behalf of the Head of School, responsible for communicating information of a sensitive or confidential nature with parents, external agencies and school staff. • Preparing fixed term exclusion correspondence in line with LCC deadlines. • Assist the Head of School in co-ordinating school functions, including school visits • Minute taking at various school meetings • Oversee the process for correspondence between school and home • Organise cover for planned and unplanned teacher absence • Manage the daily cover rota and ensure equitable use of staff and outside agencies • Coordinate, develop, and quality assure cover supervisors and supply staff • Ensure DBS information received from supply agency • Contribute to the development and implementation of the school's cover procedures • Provide administrative oversight to centrally manage whole school events such as Open Evening, transition events etc • Collating data for parental attendance and feedback for parents evenings • Support SLT in preparing marketing materials and processes for the school 	

- Maintain records on SIMS and following other Academy systems
- Contribute to the duty rotas at unstructured times as required
- Administer Leave of Absence requests in line with policy
- Record and monitor staff absence within Sims and bring any issues to the attention of the Head of School
- Arrange Return to Work Interviews
- Providing Support to SLT in updating website for the school
- To be responsible for the organisation and smooth running of the taking of school photographs, including liaising with external providers
- To be responsible for planning and organisation of the immunisation programme and liaising with the healthcare provider
- Provide administrative support to the design and procurement of the student and teacher planners
- Co-ordinate the events calendar ensuring maintained on the school website
- Arranging catering for INSET days and other school events as required
- Manage appointments with the school nurses
- Construct and maintain the school calendar
- Manage Appeals due to over subscription

SUPPORT FOR THE SCHOOL

- To provide administration support where required in the organisation
- To carry out routine office duties
- To input and update data on SIMS
- To attend staff training as appropriate
- To contribute to the duty rotas at unstructured times as required
- To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work.
- To comply with the schools health and safety rules, reporting any health and safety concerns to the Trust's Resource Development Manager.
- To work within the Trust's 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 support and encourage the Trust's ethos and its objectives, policies and procedures.
- To uphold the Trust's policy in respect of child protection and safeguarding matters
- To undertake any other duties reasonably requested by the CEO/Executive Head of School.

NOTE: In addition, other duties at no higher level of responsibility may be interchanged with / added to this list as required.

Agreed by: Chief Executive Officer