

Job Description

Personal Assistant to The Elms Leadership Team

Permanent, Part time, Term time only plus 10 days

Hours: 25 hrs per week, 5 days per week, hours to be agreed

Department: The Elms Junior School

The main purpose of the role will be to support and undertake administrative tasks for all members of The Elms Leadership team.

The PA to ELT will have responsibility for:

- Room bookings - start of term bookings for the whole school timetable and then ad hoc bookings throughout the year.
- Provide support to the assessment process including registering of assessments on GL website and downloading of access codes and distribution to staff.
- Data input - keeping the assessment database up to date throughout the year as children join and leave the school.
- Assessment data transferred from digital download onto master tracking sheets for use by DHA
- Minute taking of meetings as required / Typing up of notes from meetings when requested.
- To provide support in marketing the school, as approved by the Elms Leadership team.
- Proof reading / editing documents as requested by the Deputy Heads.
- Phoning parents to arrange meetings.
- Sending communications to staff/Parents/Organisations on behalf of the Deputy Heads Sending emails to parents on ISAMs with information i.e., scholarship info, parent workshops etc.
- Place orders as requested, in liaison with Heads PA with regards to available budget and obtaining PO numbers.
- Supporting Deputy Heads with Residential Trip administration.
- Supporting Deputy Heads with organisation and administration of After School Clubs (updated on a Termly basis).
- Manage and maintain a log for all Elms staff CPD requests and training, arranging bookings and invoices as required.
- Arranging and keeping a record of lesson observations and feedback.
- Assist the PA to the Head with updating and maintaining the staff handbook available via the intranet.
- Assist the PA to the Head with posting of Christmas Cards and Speech Day invitations.
- Ensure updating and ordering of homework/reading diaries on an annual basis.

This is not an exhaustive job description and may be subject to change according to the needs and development of the role. It is expected that the post holder may undertake such other duties as may be reasonably be requested.