



# Pound Hill Junior School

Position: School Administrator and PA to the Headteacher

Salary: Grade 5 Point 7 (£26,403 pro-rata) + Crawley Allowance (£561 pro-rata)

Hours: 8:00am – 3:30pm Monday to Friday, term-time only plus 5 INSET days and 5 other days

## JOB PURPOSE

- ✓ Provide high-quality administrative and organisational support to the Headteacher and wider school
- ✓ Act as Personal Assistant to the Headteacher
- ✓ Support the effective operation and compliance of the Governing Board
- ✓ Deliver a professional and welcoming service to all stakeholders
- ✓ Support the smooth running of school office systems and communications
- ✓ Contribute to the ethos, aims, and overall effectiveness of the school

## KEY RESPONSIBILITIES

### 1. Governance Support

- ✓ Provide administrative support to the Governing Board, including:
  - Coordinating meetings and agendas
  - Minute taking and record keeping
- ✓ Ensure the Governing Board is properly constituted and compliant with statutory requirements
- ✓ Maintain accurate governance records (minutes, registers, correspondence)
- ✓ Support governor induction and training
- ✓ Keep up to date with education policy and governance requirements

### 2. Headteacher & Administrative Support

- ✓ Act as Personal Assistant to the Headteacher
- ✓ Provide general administrative support including:
  - ✓ Letter writing, typing, document preparation
  - ✓ Filing, photocopying, and data entry
- ✓ Provide clerical and administrative support to other staff as required
- ✓ Support preparation and distribution of school communications and documents

### 3. Reception & Front Office Duties

- ✓ Provide a professional and welcoming front-of-house service
- ✓ Manage reception area and ensure a positive experience for visitors, pupils and staff
- ✓ Handle enquiries via phone, email, and in person efficiently and confidentially
- ✓ Manage visitor processes:
  - Signing in/out
  - Issuing lanyards in line with safeguarding procedures
- ✓ Manage deliveries and incoming/outgoing post

- ✓ Maintain a tidy, well-presented reception environment
- ✓ Arrange hospitality for visitors and meetings

#### 4. Information Management & Systems

- ✓ Maintain and update school systems including BROMCOM MIS
- ✓ Ensure accuracy and confidentiality of pupil records and data
- ✓ Record and manage:
  - Medical and accident logs
  - Student data
- ✓ Monitor and manage the school office email account
- ✓ Update the school website, diary, and regular communications

#### 5. Pupil & Welfare Support

- ✓ Support pupil welfare and first aid processes
- ✓ Maintain medical records and ensure timely response to first aid needs
- ✓ Assist with general pupil support where required
- ✓ Manage lost property
- ✓ Produce certificates (e.g. house points, pupil recognition)

#### 6. Trips, Events & School Operations

- ✓ Support administration of school trips, including compliance and documentation
- ✓ Assist in organising school events, meetings, and parent communications
- ✓ Support pupil admissions processes (new intake data collation)
- ✓ Assist with stock control and ordering of office consumables
- ✓ Support Health & Safety requirements (including first aid supplies) alongside SBM and premises team

### GENERAL DUTIES

- ✓ Promote and uphold the school's ethos and values
- ✓ Follow all safeguarding, child protection, and data protection requirements
- ✓ Comply with school policies and health & safety procedures
- ✓ Work collaboratively with colleagues and external partners
- ✓ Maintain confidentiality at all times
- ✓ Undertake additional duties appropriate to the role as required

### PROFESSIONAL RESPONSIBILITIES

- ✓ Act with integrity, professionalism, and effective communication
- ✓ Maintain high standards of work and organisation
- ✓ Engage in continuous professional development
- ✓ Attend relevant meetings and school events
- ✓ Build positive relationships with staff, parents, and external agencies

### EXPERIENCE & KNOWLEDGE

#### Essential

- ✓ Strong customer service skills
- ✓ Excellent communication (written and verbal)
- ✓ Ability to prioritise, multitask, and work under pressure
- ✓ High level of accuracy and attention to detail

- ✓ Professional discretion and confidentiality
- ✓ Team player with initiative
- ✓ Competency in MS Office (Word, Excel, Outlook, OneDrive)

#### Desirable

- ✓ Experience in a school environment
- ✓ Knowledge of BROMCOM
- ✓ First Aid qualification
- ✓ Familiarity with office systems and stock control

#### PERSONAL ATTRIBUTES

- ✓ Approachable, friendly, and solution-focused
- ✓ Organised and methodical
- ✓ Motivated and self-driven
- ✓ Strong interpersonal skills
- ✓ Confident handling queries and challenges
- ✓ Flexible and adaptable team member

#### ADDITIONAL INFORMATION

This job description reflects the role at the time of writing. Duties may change in line with school needs without altering the overall responsibility level.