



Pound Hill Junior School

Position:	School Administrator and PA to the Headteacher
Salary/Grade:	West Sussex Grade 5, NJC Spinal Point 7 (£26,403 pro-rata) plus Crawley Weighting Allowance (£561 pro-rata)
Hours:	8:00am – 3:30pm, term-time only plus 5 INSET days and 5 other days

We are seeking to appoint a motivated and committed School Administrator and PA to the Headteacher to join our successful and friendly school as soon as possible.

Main responsibilities and tasks:

- ✓ Support the Governing Board by managing administrative tasks, including minute taking and meeting coordination
- ✓ Ensure the Governing Board is properly constituted and compliant with legal requirements
- ✓ Offer guidance and support to fulfill statutory duties and obligations
- ✓ Maintain accurate records, including minutes, registers, and correspondence
- ✓ Facilitate governor induction and training
- ✓ Stay updated on educational developments and legislation relevant to school governance
- ✓ Provide general clerical/administrative support to Headteacher such as letter-typing, preparing documents, form-filling, photocopying, filing, and data entry
- ✓ Provide a high quality, professional service on the school reception, and as part of the school administration team
- ✓ Complete reception duties efficiently and to provide a professional and positive welcome to all visitors, students and staff
- ✓ Issue visitor lanyards and ensure all persons signed in/out, in accordance with safeguarding protocols and procedures
- ✓ Take receipt of and accurately record deliveries, ensuring deliveries and returns are stored safely and securely and are signed for by the relevant recipient
- ✓ Deal with enquiries, by email, telephone and in person, and to ensure accurate information is passed to the relevant parties in a speedy manner, maintaining confidentiality at all times
- ✓ Maintain a neat and tidy reception area, ensuring displays are high quality, relevant and other pertinent information readily available for visitors
- ✓ Arrange hospitality for visitors and staff
- ✓ Take responsibility for updating the website and the school diary and publish the school briefing regularly
- ✓ Oversee 'lost property'

- ✓ Be responsible for incoming and out-going post and monitor general office email account
- ✓ Efficiently input data into the BROMCOM MIS database, ensuring accuracy and timeliness of updates
- ✓ Create weekly and ad hoc certificates, using pre-existing templates, for house points and Pupils of the Week
- ✓ Maintain accurate medical and accident records on BROMCOM and ensure prompt response to first aid requests
- ✓ Assist with the general welfare of pupils
- ✓ Collaborate with School Business Manager, Head Teacher, and other staff members to upload and update relevant information on the school website
- ✓ Support the maintenance of accurate student record files and ensure confidentiality at all times
- ✓ Assist in the administration of school trips, maintain and update the school Educational Visits and medical records and ensure all paperwork accurately completed in accordance with school policy and procedure

SAFEGUARDING STATEMENT

Pound Hill Junior School and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.

In compliance with Safer Recruitment guidelines, CVs cannot be accepted and you will need to complete an Application Form to be considered for this position.

To apply for the post please complete the application form and email to sbm@poundhilljunior.org.uk by 29th June 2026.

Interview date: TBC