**Christian Brothers Grammar School, Omagh**

**Job Description**

**Maternity Cover**

**Job Title:** Personal Assistant to the Principal

**Responsible to:** The Principal

**Salary Scale Points:** 19-25 on the NJC Scale

**Hours of Duty:** 8.30 am to 4.30 pm Monday to Thursday,

                         8.30 am to 4.15 pm Friday

**Lunch break:** 45 minutes

Flexible working arrangements are available as per school policy

**Essential Criteria:**

* BTEC National, GNVQ Advanced or NVQ Level 3, or 3 A Levels plus 2 years’ experience in administration in an office environment **OR**

5 years’ experience in an office environment

* Relevant qualifications in ICT e.g., Level 2 Essential skills or above

**Desirable**

* Experience in a senior administrative role/personal assistant role.
* 5 GCSEs or equivalent at least Grade C in GCSE English and Mathematics or equivalent.
* Extensive, recent experience in the use of Microsoft Office applications including Word, Excel, Outlook and MS Teams and the use of SIMS or similar Information Management System.

The Principal’s PA will provide a comprehensive and confidential administrative and support service to the Principal. The post holder will also provide administrative support as required for the Vice-Principal and Senior Leadership Team. Duties may vary from time to time without changing the general character of the position or the level of the responsibility entailed.  At all times the post holder must adhere to professional business standards of dress, courtesy and efficiency in line with the ethos of the School.

**Duties**

**Administration**

* Provide an effective and efficient office support function for the Principal, taking independent and pro-active action where appropriate to resolve administrative matters
* Management of the Principal's diary, email (including the Info Account) and written correspondence and provide full secretarial support in relation to all correspondence
* Operate and manage the Principal’s telephone, screening or diverting calls as appropriate
* Support the Principal through effective prioritising including the recognition and immediate processing of any urgent matters
* Updating enquirers on matters being dealt with by the Principal and produce letters, compile reports, agendas, notes and minutes of meetings
* Support the Principal and Vice Principals and liaise with individuals and agencies regarding confidential matters relating to students, parents and staff including convening meetings and attending to take minutes as required
* Create and maintain manual and computerised filing systems, keep records up to date and provide statistical information as required.
* Organise and sort the school post.
* Assist with the school messaging system, during school, and after school on emergencies.

**Personnel Duties**

* Assist with the administration of the recruitment and appointment of staff, including preparing Job advertisements, arranging and co-ordinating the interview process, the collection of references and CRB checks, advertisements, application forms, provision of contracts, teachers' timetables, and record relevant information on SIMS.
* Ensure up to date records are kept of all Jobs advertised and positions filled for monitoring purposes.
* Create contracts for new members of Non-Teaching staff and for temporary staff annually.
* Maintain and monitor the clocking in system, including absences and holidays etc.
* Manage staff absences: monitor the Staff Absence Line, recording absences and informing relevant staff, manage staff returns, (SC1/SC11’s), provide the Principal with staff absence information
* Provide the Bursar with monthly memos for payroll.
* Update SIMS daily with absence request from members of Teaching Staff.
* Book Sub Teachers as directed by the Vice Principal/Principal through NISTR, ensuring accurate records of bookings are maintained, including contacting DENI for pay scale information.
* Arrange cover in the absence of the Vice Principal and deal with emergency cover situations.
* In the absence of the Vice Principal provide Sub Teachers with daily cover, computer log ins and update them on the school day.
* Provide all Non-Teaching staff with holiday sheets each year, ensuring they have received the correct leave by length of service and built time is calculated.
* Manage the distribution of letters to all members of staff at the start of the new school year.

**Department returns**

* Complete the yearly DENI Census and Leavers’ return.
* Complete personnel statistics, Quarterly surveys, ERST Reports and annual returns.
* Liaise with Heads of Department and schools in the OLC to complete the annual Entitlement Framework Audit.
* Overall responsibility for all school returns.

**Admission Procedures**

* Administration of Transfer to Year 8 and other years of entry.
* Addition of applicants to SIMS and ensuring all relevant paperwork is completed.
* Timetabling of all students in all Year groups, ensuring all information is accurate and up to date is Pastoral and Academic Structure.
* Assisting Head of School to make timetable changes.
* Organisation of start of the school year- displays, class lists, timetables
* Organisation of timetables for External pupils and pupils from OLC

**School Events**

* Assist with the organisation of Year 13 interviews in August.
* Assist with the organisation of Parent Teacher Meetings.
* Assist with the preparation of the Transfer test.
* Assist with the organisation of Year 8 registration day and preparation of all documentation.
* Assisting Senior Management with the preparation of Prize giving, Open Day, School 10K and other School Community occasions.

**Additional Responsibilities /Duties**

* Provide administrative support for the Vice-Principal and Senior Leadership Team including the provision of text and letters etc.
* Liaise with Catering, Head Building Supervisor and Caretakers as appropriate
* Provide assistance where necessary for preparing documentation for the Board of Governors.

The above lists are not meant to be exhaustive and other tasks may be assigned as required by the needs of the school. The Principals PA and Examinations Assistant will be expected to fulfil such other duties as are consistent with the general role outlined above and as may be required by the Principal.

**Terms and Conditions of Service**

Conditions of Service: The conditions of service are those agreed by the National Joint Council for Leave Authorities Administration Professional, Technical and Clerical Services.