

**MATRIX ACADEMY TRUST**  
**Head of House PA**

Arrangement:	37 hours per week Term time only plus 1 week Total 40 weeks Working Hours: Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm (including a 30 minute lunch)
Salary:	Scale Group 3 Spine Points 9-12
Main Purpose:	To support and provide administration to the Head of House
Main Activities:	<ul style="list-style-type: none"> <li>• Undertake administration duties, answering routine telephone and face to face enquiries and signing in pupils.</li> <li>• Knowledge of pupils within the house who have a medical plan</li> <li>• Provide routine clerical support e.g. photocopying, filing, emailing, completing of routine forms.</li> <li>• Maintain pupil records and input necessary information on to relevant logs</li> <li>• Undertake typing, word-processing and other IT based tasks.</li> <li>• Operate relevant office equipment and IT packages (e.g. word, excel, databases, spreadsheets, Internet, photocopier, franking machine, computer).</li> <li>• Attend and minute relevant meetings as required.</li> <li>• First day absence calls/texts</li> <li>• Produce praise postcards and record on pupil files.</li> <li>• Produce commendation certificates as requested and update the central database.</li> <li>• Collate round robins on Head of House request in preparation for parental and/or professional meetings.</li> <li>• Maintain house documents (e.g. report cards, incident report sheets, medical cards, toilet passes and timeout cards).</li> <li>• Filing of safeguarding documents</li> <li>• Input of new admission forms and data collection sheets</li> <li>• Upkeep of medical register</li> <li>• To administer fire drills, ensure registers are collated and pupils are accounted for.</li> <li>• Reception cover as and when required</li> </ul>
Additional duties:	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community and to support its distinctive mission and ethos.</li> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of, support and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos/work/aims of the school and supports its distinction mission</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Participate in training and performance development as required</li> <li>• To attend first aid training as required in order to be able to provide first aid to pupils, staff and visitors as required</li> <li>• To attend other training courses as required</li> <li>• Any other duty as deemed appropriate to the post by the Headteacher.</li> </ul>

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....

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**Person Specification – House PA**

<b>Factors</b>	<b>Essential or desirable</b>	<b>Measured by A - application S - selection method I - interview</b>
<b>Qualifications</b>		
Adequate level of literacy and numeracy (GCSE grade C or equivalent in English & Maths).	E	A/I/S
First aid trained	D	A
<b>Experience and Knowledge</b>		
Experience of working within a similar administration role	E	A
Computer and keyboard skills and to be able to operate relevant office equipment and IT packages (Microsoft Office)	E	I
Knowledge of Management Information Systems	D	A/I
Familiar with office equipment e.g. phone systems, copiers	D	A/I
Working within a school or fast paced environment	D	A/I
Knowledge of safeguarding processes and procedures within a school or similar environment	D	A/I
<b>Practical Skills, Personal Qualities and Behavioural Attributes</b>		
Excellent verbal and written communication skills	E	A/I/S
Good time-management and organisational skills	E	I
Able to prioritise own workload and multi-task	E	I/S
Ability to be a flexible worker due to the different demands of the role	E	I
Effective team worker	E	I
An ability to provide high levels of customer care at all times	E	I
Excellent inter-personal skills, with both children and adults	E	I
Self-motivated and enthusiastic	E	A/I
An open, honest and active listener	E	I
An ability to remain calm when under pressure	E	I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	I
Ability to handle highly confidential information	E	I

*Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record checks with the Disclosure and Barring Service (DBS).*