

SIR JOHN CASS SECONDARY SCHOOL

JOB DESCRIPTION

JOB TITLE	PA to SLT and Marketing Coordinator
GRADE	Scale SO2
RESPONSIBLE TO	Headteacher/ Bursar
MAIN PURPOSE OF THE JOB	To provide administrative support to SLT and arrange all marketing activity of the School.

Main purpose of the job

To provide administrative, organisational and technical support to the Senior Leadership Team. To arrange all marketing activity for the Main School and 6th Form.

Main Functions as PA to SLT

1. To support the Senior Leadership Team (SLT) in managing and administrating their identified roles and responsibilities.
2. To assist members of the SLT in organising their administrative workload recommending items to be dealt with in order of priority. To ensure that the SLT responds to particular approaches within timescales identified in any agreed priority action list.
3. Maintain the diary for the SLT, arranging appointments as appropriate, and ensure that s/he is adequately briefed on matters to be discussed.
4. To make travel arrangements for the SLT and to provide care for his/her visitors, including the provision of refreshments.
5. To assemble and prepare papers required by the SLT to attend meetings, prepare reports, or reply to requests for information.
6. To handle all confidential correspondence with discretion.
7. To arrange meetings and, when required, take notes. To ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.
8. After discussion, to draft, as appropriate, outgoing correspondence and school documents that are the direct responsibility of the SLT.
9. To support the SLT in the organisation and detailed planning of special events.
10. To maintain the SLT filing system.
11. To be aware of and contribute towards achieving the School Priorities as identified in the School Improvement Plan.
12. To complete an annual Performance Management Review with the head teacher.
13. To undertake such other reasonable duties as may be required by the head teacher.

Main Functions as Marketing Assistant

1. Creating and editing the SJC Newsletter.
2. Arranging advertising space for newspapers, billboards, stations, on site signs, publications and any other appropriate media outlet.

3. Arranging the design of adverts for the main school and 6th Form.
4. Arranging and coordinating primary school visits.
5. Collating information gained at Open Mornings for research purposes.
6. Updating and arranging the re-design of the main school and 6th Form websites.
7. Updating the Onelan interactive media screens throughout the school.
8. Updating SJC publications and marketing material including banners, prospectuses, leaflets, DVD and stationery.
9. Arranging events to generate publicity and income for the school.
10. Creating publicity and press releases for the school.

Additional Functions

HR

1. DBS (Disclosure Barring Service) checking for teaching staff.
2. Maintaining Single Central Record and CMIS.
3. Creation of personnel folders for each staff member.
4. Making sure all documentation is received and completed for new starters.
5. Chasing references for new starters.

Other

6. Collating quotes and liaising with suppliers on building works, room conversions, windows and appliances.
7. Ordering furniture.
8. Arranging services, for example mini bus cleaning.
9. Letting of school's premises (swimming pool, car park etc).
10. Arranging the Non Resident Car Park Permits for employees.
11. Updating honours boards.
12. Managing the main school email account and distributing emails to relevant staff members.
13. Collecting and logging 6th Form applications.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and may not justify a reconsideration of the grading of the post.