

## MATRIX ACADEMY TRUST

### Head of House PA

Arrangement	Full time – 37 Hours Term –Time only Plus 1 week Working Hours: Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm (including a 30 minute lunch)
Salary	£17,500 FTE (£14,931 pro-rata)
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 visitors and pupils.</li> <li>• Knowledge of pupils within the house who have a medical plan</li> <li>• Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms.</li> <li>• Maintain pupil records and input necessary information on to behaviour, e-safety, bullying, racist 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>• Collate and publish daily house briefing sheet</li> <li>• Produce a daily list of absentees for Head of House and Assistant Head of House.</li> <li>• Any other duties appropriate to the grade of the post as may be required by the Headteacher.</li> </ul>
Responsibilities:	<ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to line manager or Designated Safeguarding Lead as appropriate.</li> <li>• Contribute to the overall ethos/work/aims of the school.</li> <li>• Attend and minute relevant meetings as required.</li> <li>• Participate in training and other learning activities and performance development as required.</li> <li>• Monitor attendance of pupils in house via Periods 1 and 5 classroom checks and record list of absent pupils for Head of House/Assistant Head of House. Notify Leadership of any missing pupils.</li> <li>• Produce praise postcards on receipt of proforma from Directors of Learning or Head of House and record on pupil files.</li> <li>• Produce commendation certificates as requested by HOH 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>• To administer bullying, racist, safeguarding and e-safety logs.</li> <li>• Produce draft references for 6<sup>th</sup> form, college and apprenticeship applications</li> <li>• To administer fire drills ensure registers are collated and pupils are accounted for.</li> <li>• First aid to pupils, staff and visitors as required.</li> <li>• To attend First Aid training as 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>• To encourage pupils to follow this example.</li><li>• To actively support school policies.</li><li>• Any other duties as directed by the Headteacher</li></ul>
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