

Manchester Muslim Preparatory School

Post:	Personal Assistant to the Headteacher
Status:	3 days with view to increase to 5 days
F/T or P/T	52 weeks-full year
Starting:	September 2019
Salary:	£17,500 - £19,000 per annum pro rata

Closing date for applications: Friday 6th September

Manchester Muslim Preparatory School is a good school with an outstanding provision for personal development, behaviour and welfare (Ofsted 2018).

This is a great opportunity for someone who has extensive administration and/management experience to further develop their skills further within a primary school setting. You will be responsible for a variety of tasks ranging from administration to leading the admin and support staff, maintaining a high level of service standards at all times.

We would prefer the candidate to have at least 3 years of experience, and the ability to make sound judgements and prioritise multiple demands under pressure dealing with any unexpected challenges. They must have excellent communication and management skills. The candidate must also be aware of safeguarding procedures. Please note CVs alone will not be accepted, only completed applications will be considered.

Duties to include;

- Providing clerical and secretarial support to the Headteacher, including correspondence, typing of letters, maintenance of the central filing system, preparing documents for the Trust
- Update and maintain staff Human Resources documents and minuting of relevant meetings
- Prepare and maintain staff personnel files, GDPR compliance records,
- Maintaining Staff Single Central Record (SCR) for Ofsted Inspections.
- Processing Disclosure Barring Checks, & National College for Teaching and Leadership (**NCTL**) checks for staff
- Staff recruitment, advertising vacant posts in media, as agreed with the Headteacher, organisation of applicants' information packs and distribution as appropriate, correspondence of short-listing candidates for observations for interviews. employment contracts issued, references obtained
- Maintain and reconcile all staff attendance in preparation for the monthly salaries
- Updating staff personnel data on SIMs and where appropriate use your initiative to improve processes

- Develop and continually improve systems by embedding a customer service central to the faith Ethos of the school, where all team members consider the impact on parents and pupils
- Support the non teaching team to ensure the smooth running of the various departments and develop a culture of operational responsibility
- being aware of responsibilities under safeguarding legislation, and reporting any concerns to a Senior Designated Safeguarding Lead

Experience

- Experience of producing meeting minutes and documents of a high quality with accuracy
- Experience of providing administrative support in a busy environment and experience of presenting information in a variety of ways
- Ability to make sound judgements and prioritise multiple demands under pressure
- Ability to act on own initiative, dealing with any unexpected problems that arise

Professional Knowledge

- Knowledge of and commitment to relevant school policies including
- Safeguarding/Child protection and Health and Safety.
- Excellent, up to date, working knowledge of MS office suite of applications
- Experience of using SIMS/ BROM COM systems

Safeguarding Recruitment Statement:

Manchester Muslim Preparatory School is required to comply with a well-established pre-employment vetting process for all prospective employees and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

MMPS checks require prospective employees meet the following requirements;

- Provide eligibility to work in the UK and identity documentation
- Complete a satisfactory 3 year employment history check
- Completion of a satisfactory Enhanced Disclosure and Barring Service (DBS) check, and Disqualification by Association check.

Please email your completed applications and/or enquiries to:
Headteacher's PA Yasmeen Khan pa@muslimprepschool.co.uk or contact the [school office on 0161 445 5452](tel:01614455452)