

NAME OF EMPLOYEE

SALARY

Grade E1/E2

JOB DESCRIPTION – effective from date of agreement

1.0 JOB TITLE Administrative Team Leader/Headteacher’s PA

2.0 JOB PURPOSE

- 2.1 To act as Personal Assistant to the Headteacher.
- 2.2 To lead, manage and develop an efficient, reliable, compliant and quality school administration service.
- 2.3 To complete the administration of arranging cover for absent staff when required.
- 2.4 To deputise for the Deputy Head – Operations, as required
- 2.5 To maintain high standards in all areas of work
- 2.6 To support the ethos, aims and objectives of the school.

3.0 DUTIES AND RESPONSIBILITIES

Personal Assistant to the Headteacher Responsibilities

- 3.1 To provide secretarial support to the Headteacher, including responsibility for confidential administrative duties as required.
- 3.2 To manage the Headteacher’s correspondence and diary including screening and prioritising all incoming correspondence.
- 3.3 Receive, filter and re-direct enquiries for the Headteacher.
- 3.4 Receive visitors for the Headteacher and manage hospitality.
- 3.5 Ensure the Headteacher is briefed for all meetings with relevant correspondence.
- 3.6 To take minutes at meetings as required.
- 3.7 To lead, manage and develop administrative support for the Senior Leadership Team.

Team Leader Responsibilities

- 3.8 Provide leadership, motivation, support and control of staff within the discipline of administration.
- 3.9 To lead, manage and develop the work of the Administration Team, ensuring an efficient, reliable, compliant and quality administrative service is provided across all areas.
- 3.10 To actively review the work of the administration team ensuring efficiency, reliability, compliance and quality, identifying and implementing recommendations for improvement.
- 3.11 In liaison with relevant staff, continually review the processes, procedures and use of IT across the team ensuring the maximisation of resources.
- 3.12 To manage the school reception, ensuring that cover rotas are in place and all procedures and processes are followed by the team.

- 3.13 To lead the first aid function in the school ensuring rotas are in place, all school events and off-site activities have appropriate first aid arrangements.
- 3.14 To review and arrange training and support for all first aiders.
- 3.15 To ensure that all emergency first aid incidents are appropriately managed and brought to the attention of the Deputy Head – Operations.
- 3.16 To manage the hospitality process for all meetings and events.
- 3.17 To ensure an appropriate staff training and development programme is implemented for administrative staff.
- 3.18 To be part of the recruitment panel responsible for recruiting administrative staff.

Safer Recruitment and HR Responsibilities

- 3.19 To lead on the administration of staff recruitment including safeguarding checks and the Single Central Record (SCR).
- 3.20 To keep abreast of current safer recruitment guidelines and to ensure that the school is following the latest DfE guidance on Keeping Children Safe in Education.
- 3.21 To organise an annual external audit of the SCR ensuring any recommendations are actioned.
- 3.22 To undertake Safer Recruitment and training and participate in staff recruitment as required.
- 3.23 To support Senior Leaders with confidential HR processes and procedures.
- 3.24 To manage the administration of HR changes including the administration of new starters, leavers and contractual changes.
- 3.25 To ensure all HR records are kept according to current DfE guidance, audit requirements and in line with the General Data Protection Regulations.
- 3.26 To manage the maintenance of staff absence records and production of staff absence reports for Senior Leaders, in line with the school's absence policy.
- 3.27 To understand the school's HR policies and procedures and to provide advice and guidance for staff.

Cover Responsibilities

- 3.28 To complete the administration of arranging cover for absent staff when required.
- 3.29 To Line Manage the team of Learning Co-ordinators.

Additional Responsibilities

- 3.30 To deputise for the Deputy Head – Operations, as required.
- 3.31 To work flexibly to meet the School's needs.
- 3.32 To supervise pupils in school as required including breaktimes, lunchtimes, before and at the end of the school day and during detentions.

GENERAL

- 4.1 Be aware of, understand and comply with policies and procedures related to safeguarding and child protection, equal opportunities, health and safety, confidentiality, and data protection.
- 4.2 Participate in training, the appraisal process, meetings and other learning/development activities as required.
- 4.3 To adhere to the ethos of the school
 - 4.3.1 To promote the agreed vision and aims of the school
 - 4.3.2 To set an example of personal integrity and professionalism

- 4.4 To undertake other duties as may reasonably be assigned by the Deputy Head - Operations, Headteacher or school's Governing Body, recognising that the duties of this post may vary from time to time without changing the general character of the post or level of responsibility.
- 4.5 Such other duties as may be commensurate with the grade of the post in order to ensure the smooth running of the school.

5.0 SUPERVISION

- 5.1 SUPERVISING OFFICER
Deputy Head – Operations and Headteacher for all PA responsibilities
- 5.2 LEVEL OF SUPERVISION
Plan own work to ensure the meeting of defined objectives

6.0 LINE MANAGEMENT RESPONSIBILITIES

- 6.1 To line manage administrative staff, as required.
- 6.2 To line manage the team of Learning Co-ordinators

7.0 REVIEW AND AMENDMENT

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the holder of the post.

8.0 COMPLAINTS

If following review and amendment, agreement is not reached; the appropriate procedures should be used for the settling of any disputes.

Job Description issued by
after consultation

(Signature of Headteacher)

Copy received by

(Signature of Employee)

Date
