



Job Description

Headteacher PA

Post Title: Personal Assistant to Headteacher

Responsible to: Headteacher

Hours: 37 hours per week, term time only plus 3 days

Salary: Grade 7

Context

To provide vital confidential administrative and personal support to the Headteacher, enabling the efficient running of the school and assisting the Headteacher in managing effectively the varied demands on their time whilst demonstrating excellent administrative and organisational skills. Working closely with other members of senior management and staff across the Trust.

PA

- Ensuring that the Headteacher is fully supported in all aspects of their work including confidential matters.
- Be first point of contact for the Headteacher.
- Manage the Headteacher's diary and time including booking appointments, acting as the 'gatekeeper,' receiving visitors, providing preparatory support.
- Organise meetings, conferences, and events (internal and external), preparing documentation as required.
- Prepare for and attend weekly senior leadership meetings. Prepare all documents, agendas and minutes, review and highlight actions from meetings for completion.
- Admin support for the Local Governor Meetings and recruitment of Governors.
- Providing administrative support for confidential HR issues / meetings as directed by the Headteacher.
- Liaise as required with governors, staff (teaching and support), students and parents/carers, professional bodies, outside agencies, other schools, and organisations, and deal with queries as required.
- Maintain school policy register ensuring policies are reviewed at appropriate meetings.
- Clerk for Governors Discipline and PEXS Panel.
- Oversight of administration of fixed term exclusions in conjunction with the Pastoral administration team.

Other administrative duties

- Raise orders and check invoices for PA and Headteacher purchases.
- Arrange training/coaching sessions.
- Ensure adherence to web governance compliance principles to maintain the quality and integrity of web content and policies and documents are up to date.



- Provide website/social media traffic analysis preparing reports detailing digital and online activity and its effectiveness; make recommendations for future work/improvements.
- Compile and create quality materials for school engagement including presentations, communications, and videos.
- Develop and implement communication plans (online, offline and live) through a variety of channels (website, emails, social media, etc.), to ensure consistency and representative of the schools visions and values.
- Be responsible for the administration and communication of event details to colleagues for schools engagement events and activities.
- Review and update school prospectus.
- Taking a lead role in the organisation, delivery and development of school events in liaison with leadership teams and with support from the Administration Officer. Requiring flexibility, adaptation to changing / conflicting priorities and deadlines, to ensure the smooth day to day running of school events. Central point of contact for all staff regarding some school events.

The list of duties in your job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

“Faringdon Community College and The Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. We expect all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory “Disclosure and Barring Service (DBS) Enhanced Check.”

Shortlisted candidates will be subject to online searches for publicly available information.

The Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools’ community.”