**Headteacher’s PA and HR Manager**

**Job description**

**37 hours per week term time plus 10 days**

 **Grade 6 Scale Point 18 – 22**

**Actual Salary £22403 - £24250**

**The Post**

The Headteacher’s PA is responsible for providing full secretarial and administrative support for the Headteacher on a day to day basis. The HR aspect of the post involves responsibility for managing the process for the recruitment of staff, maintaining staff personnel and safeguarding records and for providing guidance, or seeking appropriate advice from the college’s external HR provider where appropriate.

Excellent verbal and written communication skills are essential as is the ability to work under pressure, with discretion and the ability to maintain strict confidentiality.

**Main duties and responsibilities**

* To manage the Headteacher’s diary and co-ordinate meetings
* To deal with correspondence, emails and telephone enquiries
* To manage the Headteacher’s email inbox
* To co-ordinate the preparation of the college improvement plan and the staff handbook
* To co-ordinate the preparation of reports for Governors and collate the necessary paperwork for full governing body meetings
* To oversee the ratification of college policies and ensure that the college website is fully compliant
* To liaise with staff, Governors, the diocese, SLT from other schools, outside agencies, dignitaries, parents and students as required
* To be a point of contact for local residents and keep them updated on college events
* To disseminate information to the SLT and other staff as required
* To prepare the college Admissions Policy and ensure its timely ratification by governors. Keep the Governors and admissions sections of the college website up to date. Deal with admission appeals and set up panels as necessary.
* Support the Headteacher and other senior leaders in the organisation and detailed planning of whole college events

**HR Manager**

* To co-ordinate the recruitment process for staff including the drawing up of job descriptions and person specifications
* To liaise with the College Manager regarding staff contracts, salaries and pension arrangements.
* To ensure that all necessary payroll documentation is completed each month
* To keep accurate records of staff sickness and absence
* To liaise with the college’s HR providers regarding staffing appointments, updates and reviews
* Oversee the performance management of support staff
* Support the College Manager with the monthly submission of additional hours, duty and expenses claims to the college’s payroll provider
* To oversee the maintenance of accurate staff records within the SIMS personnel system.
* To inform the Headteacher on matters relating to HR, where necessary liaising with the college’s HR providers to seek appropriate advice and guidance.
* To maintain the college’s Single Central Record and ensure that appropriate DBS and other safeguarding checks are up to date
* Maintain accurate staff lists
* Keep up to date with safer recruitment requirements

The post holder must promote and safeguard the welfare of children, young and vulnerable people that they are responsible for or come into contact with and work in accordance with the college’s guidance and policies for staff.

The post holder must comply with the requirements of the Health and Safety at work Regulations taking reasonable care for the health and safety of him/herself and for others affected by his/her work. The post holder must also co-operate with the employer in ensuring that Health and Safety responsibilities are carried out.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the post holder. The duties may be changed to meet the changing demands of the college at the reasonable discretion of the Headteacher.