



# Headteacher's PA Job Description



- Job Title:** Headteacher's PA
- Responsible to:** Responsible to Headteacher
- Grade:** 4
- Role purpose:** Responsible for providing a range of confidential administrative duties under the direction of the Headteacher to help facilitate the smooth and efficient running of the school.

## Roles and Responsibilities:

### PA Duties

1. Act as the first point of contact and the main channel for communications and administration for the Headteacher and School Governors. The postholder has an important impact in terms of public relations and first impressions of the school.
2. Keep the Headteacher well-informed of any urgent and important issues arising on a daily basis.
3. Support the Headteacher with any complaints from staff or parents, carers and guardians.
4. Support the Headteacher as required, raising urgent matters; highlighting key dates in the diary i.e. Prospectus deadline; snow letter, Year 6 letters, lunch pass requests.
5. Record Teams Tuesday and distribute to staff who are absent or who have a Tuesday morning duty.
6. Circulate SLT minutes, request agenda items, send weekly template to the Headteacher.
7. Deal with external calls from various callers; including parents, carers and guardians, in a professional manner.
8. Diary management for the Headteacher which includes ensuring that the Headteacher's teaching timetable and duty commitments are not impacted upon.
9. Arrange meetings for the Headteacher, liaising with internal and external attendees, as required. Take minutes of meetings, as required.
10. Support the Headteacher with planning social events such as staff farewells, Governor and Christmas events.
11. Maintain and distribute staff duty rotas, supporting the Headteacher in ensuring duty posts are covered, and process duty claim forms.
12. Process suspension letters, which includes recording on Bromcom and notifying relevant staff, including attendance.
13. Organise Pupil Discipline Committee Hearings to hear permanent exclusion cases.
  - Ensure the LA have the required forms once a PEX has been issued.
  - Liaise with Governor Services, Governors, the LA; and the parent/carer/guardian to organise the date for the hearing.
  - Ensure the paperwork for the Hearing is prepared in a comprehensive pack alongside the Headteacher and sent to Governor Services in a timely manner.
14. Maintain oversight of school policies, communicating with lead staff when policies are due updates and review.
15. Maintain oversight, and updating, of the staff handbook, in collaboration with lead staff.
16. Support the Deputy Headteacher's as required with key issues they are involved in.
17. Support the Headteacher with external and internal recruitment, including advertising on the School Talent portal, the Dfe website and Suffolk Jobs Direct (LA website), checking proofs, arranging paperwork for the interview panel, and obtaining references.

- Support the recruitment process as required; including supporting the recruitment programme on the day; supervising key tasks and arranging tours of the school with appropriate colleagues.
- Complete pre-employment checks, prior to preparation of teacher contracts.
- Maintain accurate and up-to-date records for recruitment and resignations.
- Follow latest Safer Recruitment guidance, ensuring compliance with all elements of the guidance.

**18.** Manage post for the Headteacher.

**19.** Archive staff files.

### **Personnel Administration**

**1.** Maintain information on the Single Central Record.

**2.** Enter new staff onto the external payroll portal (EPM).

**3.** Enter contract changes onto the external payroll portal (EPM).

**4.** Enter contract changes and new staff information onto Bromcom and the finance spreadsheet.

**5.** Check payslips monthly for accuracy.

**6.** Liaise with EPM as required, including problem solving where necessary.

**7.** Liaise with the HR Manager on any teacher personnel issues.

**8.** Carry out pre-employment checks to include:

- qualifications, references, health checks.
- completing DBS, and any other required checks, for new teaching staff.

**9.** Set up and maintain the HR spreadsheet annually for the new financial year.

**10.** Keep the teaching staff spreadsheet up to date for the current performance management cycle, including those eligible to apply to go through threshold; prepare salary notification letters; update records such as Bromcom and the finance spreadsheet.

**11.** Arrange for successful teaching candidates to receive a letter of appointment with a pre-employment pack and welcome pack prior to their starting date and notify relevant school staff of their arrival to update the school systems.

**12.** Arrange leavers' letters as is required for staff who leave the school.

**13.** Keep teaching personnel files up to date.

### **Governors and Governance**

**1.** Support the Headteacher's work with regards to School Governance.

**2.** Administration for the Headteacher's Report and accompanying papers for Full Governing Body meetings, including uploading and managing documents on Governor Hub.

**3.** Follow due process to appoint Parent and Staff Governors via elections.

**4.** Act as key administrator for Governor Hub.

**5.** Support the Chair of Governors when required and/or any other Governor.

**6.** Check the Full Governing Body minutes for any actions required, including dates for the next year, policies that have been approved. Maintain files on the Minute book, Headteacher's book and Public Copy book.

### **Office Duties**

**1.** Support the office staff as and when required.

**2.** Receive and redirect telephone calls.

**3.** Make refreshments for visitors/staff as required.

**4.** Assist with events such as Open Evening.

**5.** Undertake training as appropriate.

### **Miscellaneous**

The postholder will be expected to have a good knowledge of the school's policies and procedures.

This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar level or nature are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy. In the case that duties change, appropriate training may be given to enable the post holder to undertake any new/varied work.

This post is for 37 hours a week (between the hours of 8am–4pm), 39 weeks a year. This includes term time and five staff training days.