



Winton Primary School

JOB DESCRIPTION

POST TITLE: Headteacher's PA

GRADE: Grade 5

SCP: 10 - 15

REPORTING TO: School Business Manager

1.0 PURPOSE OF POST

- 1.1 To provide efficient and confidential secretarial support (acting as Personal Assistant) to the Headteacher and to manage communications on their behalf.
- 1.2 To manage the Human Resources functions of the school. The Headteacher's PA is responsible for providing administrative support for the various human resource functions, which include recruitment, staffing, training and development, performance monitoring and sickness absence. The postholder will also be expected to liaise with HR support and payroll providers.
- 1.3 To provide support and cover to and for the school's Office Manager

2.0 MAIN DUTIES AND RESPONSIBILITIES

- 2.1 To analyse communications received and to produce high quality letters & correspondence using minimal outline guidance for the Headteacher.
- 2.2 Complete/design original documentation using various Microsoft/other applications, often working to short deadlines, also establishing and maintaining a bank of standard letters and forms to streamline processes.
- 2.3 Manage Headteacher's diary: arranging appointments and interviews in relation to parents, staff & pupils; updating diaries; receiving visitors; booking rooms.
- 2.4 Prepare & distribute papers in advance of meetings; type agendas; take minutes.

- 2.5 Organise & maintain the Headteacher's confidential filing system ensuring compliance with GDPR.
- 2.6 Provide cover and support for the Reception office and office colleagues, including: school entry system; telephone calls; receiving visitors; queries from pupils, staff, parents & the general public
- 2.7 Booking of refreshments/organisation of room hire for meetings.
- 2.8 Taking the initiative to prepare in advance what will be needed by the Headteacher, eg. paperwork; information to attendees; room arrangements etc.
- 2.9 Communicating with parents on behalf of the Headteacher using Parentmail eg. regarding changes to clubs, trips etc.
- 2.10 Acting on behalf of the school in diplomatically dealing with parents and community members when arranging or cancelling important appointments or meetings
- 2.11 Managing meeting requirements and organisation to ensure efficient process
- 2.12 Taking accurate and detailed messages on behalf of the Headteacher and dealing directly with issues on their behalf where possible
- 2.13 To manage the school's HR processes acting as superuser for the HR system and ensuring data integrity in the link between the school and Multi Academy Trust.
- 2.14 To maintain a schedule of tasks that need to be carried out daily, weekly, monthly annually or at set points.
- 2.15 To administer the school sickness absence process, recording absences and ensuring Line Managers carry out return to work and other meetings with their staff. Ensuring all staff complete appropriate forms on return to work.
- 2.16 To manage the process of recruitment within the school, preparing job advertisements as directed by the Headteacher.
- 2.17 Managing the interview process, obtaining and ensuring the veracity of references and ensuring that all statutory, regulatory and other checks are carried out prior to recording details of new staff on school databases and the central register

- 2.18 Managing and maintaining an accurate and confidential central register to meet prevailing statutory, regulatory and procedural requirements and ensuring that staff emergency/contact details are updated on the Integris database.
- 2.19 Maintaining confidential digital and manual records for the school personnel function ensuring compliance with the GDPR
- 2.20 Managing the day to day HR function within the school including supporting the Headteacher in issues of staff disciplinary matters, retirement processes, flexible leave requests, maternity/paternity leave and sickness absence.
- 2.21 Acting as confidential minute taker in HR procedural meetings e.g. disciplinary meetings / long term sickness absence meetings etcetera.
- 2.22 Assisting the Business Manager and Senior Management in arranging cover for staff absence and lunchtime supervisory functions.
- 2.23 Collation and submission of all associated payroll/pension paperwork to be submitted to our provider.
- 2.24 Working in liaison with the Finance Officer to collate and input data to record overtime hours / additional hours / supply staff hours.
- 2.25 Ensuring that the school's budget monitoring software is maintained with details of contractual changes, pay rises, starters and leavers and other pay related variables to best predict impact on salary and to accurately monitor staff salaries.
- 2.26 Managing the provision of cover for absentee staff – particularly teaching and teaching support staff and liaising with the Finance Team to advise of the effect on the supply budget through detailed requisitions.
- 2.25 Advising staff on HR procedures.

Data Protection

All staff at Winton Primary School have a responsibility to ensure that data they are responsible for, is accurate and appropriate to the needs of the School. All staff are responsible for ensuring any personal data processed for any purpose in connection with their role at the School, shall not be kept for longer than is necessary for that purpose, in accordance with the Data Protection Act 1998 (as

amended) and the GDPR (General Data Protection Regulation). Winton Primary School expects all staff to share this commitment and adhere to, and comply with, the School's Data Protection Policy at all times.

This job description is to illustrate the main expectations of the postholder and cannot be considered to be an exclusive list. The postholder may be required to undertake such other duties as are required and are commensurate with the level of responsibility of the post.