



# Stepney All Saints School

We Learn Together | We Pray Together | We Achieve Together

Headteacher: Mr B Siaw

## JOB DESCRIPTION

Role title	Headteacher's PA
Purpose of role	To provide high-level administrative, organisational, and communications support to the Headteacher and Deputy Headteachers, ensuring the efficient management of school operations. The role includes responsibility for marketing, communications, and website information management, as well as liaison with external institutions linked to the school.
Working hours	35 hours per week, term time plus 3 weeks
Line Manager	Headteacher
Grade of Post	PO4 (points 37 – 39)

### Key Duties:

#### 1. Executive Support to the Headteacher, Deputy Headteachers, and Senior Leadership Team

- Provide comprehensive secretarial and administrative support.
- Manage diaries, schedule appointments, and coordinate meetings.
- Prepare agendas, take minutes, and ensure timely follow-up of actions.
- Coordinate correspondence on behalf of senior leaders, ensuring high standards of accuracy and professionalism.
- Provide a first point of contact for parents, carers, governors, staff, and external agencies.
- **Support the wider Senior Leadership Team (SLT) with organisational coordination, meeting preparation, and project tracking.**
- **Monitor key operational and strategic deadlines, prompting SLT members and ensuring required documentation is provided.**
- Provide comprehensive secretarial and administrative support.
- Manage diaries, schedule appointments, and coordinate meetings.
- Prepare agendas, take minutes, and ensure timely follow-up of actions.
- Coordinate correspondence on behalf of senior leaders, ensuring high standards of accuracy and professionalism.
- Provide a first point of contact for parents, carers, governors, staff, and external agencies.

#### 2. Marketing, Communications & Website Management

- Lead on the school's internal and external communications in line with the school's values and branding.
- Oversee management and regular updating of the school website to ensure accuracy, compliance, and current information.
- Coordinate content creation for newsletters, press releases, social media, and promotional materials.
- Support the development and delivery of marketing strategies to promote the school's achievements, events, and reputation locally and beyond.
- Monitor website analytics and communication metrics to inform improvements.
- **Ensure the school website complies with all statutory DfE and Ofsted publication requirements, conducting regular content and compliance audits.**
- **Develop and maintain a consistent school brand and tone of voice across all communication channels.**

- **Coordinate communication plans for key events, urgent announcements, and community engagement activities.**
- Lead on the school's internal and external communications in line with the school's values and branding.
- Oversee management and regular updating of the school website to ensure accuracy, compliance, and current information.
- Coordinate content creation for newsletters, press releases, social media, and promotional materials.
- Support the development and delivery of marketing strategies to promote the school's achievements, events, and reputation locally and beyond.
- Monitor website analytics and communication metrics to inform improvements.

### **3. Partnership & External Institution Communication**

- Act as a key liaison point between the school and partner institutions (e.g., local authority, feeder schools, community organisations, trusts, higher education providers).
- Coordinate communications and information-sharing with external organisations.
- Support arrangements for visits, joint meetings, partnership projects, and collaborative initiatives.
- **Manage communications and administrative coordination with partnership organisations involved in federations or Multi-Academy Trust (MAT) developments, including consultation processes, due diligence coordination, and information circulation.**
- **Support strategic school improvement and change-management projects by preparing briefing materials, coordinating communication flows, and tracking actions.**
- **Assist with cross-institution communication strategies to strengthen and promote collaborative relationships.**
- Act as a key liaison point between the school and partner institutions (e.g., local authority, feeder schools, community organisations, trusts, higher education providers).
- Coordinate communications and information-sharing with external organisations.
- Support arrangements for visits, joint meetings, partnership projects, and collaborative initiatives.
- **Manage communications and administrative coordination with partnership organisations involved in collaborative structures such as federations or Multi-Academy Trust (MAT) developments, including consultation processes, document preparation, and information circulation.**

### **4. Governance and Policy Administration**

- Provide administrative support for governance, including preparing documents, maintaining policy schedules, and supporting governors' meetings.
- Maintain records of statutory documentation required for compliance.
- **Maintain organised systems for policy management, governance records, and statutory documentation, ensuring timely reviews and updates.**
- **Conduct regular compliance audits of documentation published on the school website.\*\* Governance and Policy Administration\*\***
- Provide administrative support for governance, including preparing documents, maintaining policy schedules, and supporting governors' meetings.
- Maintain records of statutory documentation required for compliance.

### **5. Behaviour and Student Support Administration**

- Provide administrative assistance to the Behaviour Team.
- Manage paperwork related to suspensions, exclusions, and internal behaviour processes.
- Maintain accurate and confidential student records.

### **6. Event & Function Coordination**

- Assist with the planning and delivery of school events, including parents' evenings, open days, celebrations, and official visits.
- Coordinate logistics such as invitations, publicity, guest management, and resources.

**7. General Administration & School Support**

- Liaise with external agencies on behalf of the Headteacher.
- Ensure systems and processes are well maintained and efficient.
- Assist with whole-school administrative tasks where required.

**General Expectations of All Support Staff**

- Support and promote the school's values, ethos, and strategic aims.
- Follow school policies, practices, and procedures.
- Participate in the annual appraisal cycle.
- Promote equality of opportunity and anti-discriminatory practice.
- Uphold safeguarding and child protection policies, ensuring the welfare of all students.
- Undertake any other reasonable duties commensurate with the role and grade as directed by the Headteacher.

*Support staff may be required to work beyond standard hours to facilitate key school events. Time Off In Lieu (TOIL) will be provided where applicable.*

This job description is not prescriptive. If the needs of the school change, the job description may be revised or amended at any time following appropriate consultation with the post holder.

Name of employee:	Signature:	Date:
Name of line-manager:	Signature:	Date: