



## **St Ralph Sherwin Catholic Multi-Academy Trust**

### **Job Description**

#### **PA to the Headteacher**

St Ralph Sherwin CMAT is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

<b>Reporting to:</b>	Headteacher
<b>Contract Type:</b>	Permanent, term-time only
<b>Hours:</b>	37 hours per week, 39 weeks per year
<b>Location:</b>	Blessed Robert Sutton Catholic Voluntary Academy, Bluestone Lane, Stapenhill, Burton-on-Trent, DE15 9SD

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#### **Main purpose**

To support the Headteacher in all aspects of their duties. To ensure a high standard of administrative support for the Headteacher to assist in the smooth running of all their activities, working under their supervision but expected to exercise considerable initiative in performing delegated duties, seeking the necessary advice, where appropriate.

To provide confidential administrative support to the School Leadership Team and support to the Clerk and where appropriate Governing Body.

To administer communication to all staff within the school.

#### **Duties and responsibilities**

- To manage an efficient administrative system for the Headteacher and to facilitate and administer communication within the school.
- Provide diary management to the Headteacher.
- Ensure Headteacher is briefed for all meetings with relevant correspondence, documents/presentations and in their absence refer matters to relevant members of the Senior Leadership Team for action.
- Maintain relevant filing systems.
- Appraisal records for teachers – track, record and file all appraisals for teachers.
- Organise, produce the agenda, attend, and take part in the daily morning SLT briefing.
- Maintain a record of Agendas and Minutes for the twice-weekly Senior Leadership Team meetings. Attend and minute these meetings.
- Provide support regarding Year 6 into Year 7 Transition, liaising with primary schools and parents as necessary.



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- To ensure all students who are entitled receive Free School Meals.
- Provide support with Data Protection.
- Circulate details to staff, attend all staff meetings, take Minutes/notes, prepare, and distribute these.



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- Undertake confidential and general admin for the Headteacher and other members of the Senior Leadership Team.
- Undertake IT-based tasks, which may include:
  - Receiving emails on behalf of the Headteacher/Senior Leadership Team.
  - Responsible for the office@brs.srscmat.co.uk email.
  - Updating the SIP and SEF as and when required.
  - Updating the DSEF as and when required.
  - Sending out Class Charts messages to students and parents.
- Organising whole school events, e.g., Masses, Leavers' Masses, and other high-profile visitors.
- Parish Liaison.
- Ensuring the school website is kept up to date with statutory information that is required to be displayed on the website and general school information, including dates of events.
- Overall responsibility for the Daily Bulletin.
- Telephone contact with parents as and when required.
- Admin Hub jobs as and when required.
- Maintaining an electronic diary system.
- Organising and arranging meetings.
  - Coordinating with attendees.
  - Arranging for rooms(s).
  - Organising refreshments.
  - Coordinating arrivals.
  - Ensuring Agenda, Minutes and other appropriate documentation is available.
- Providing clerking support at any confidential/general meeting at the Headteacher's request, e.g., staff disciplinary meetings, student discipline meetings with parents etc.
- Make telephone calls for the Headteacher and other members of the SLT, as requested, and take telephone calls in their absence.
- To fully take part in the school's appraisal system.
- To alert the Headteacher well in advance of approaching issues and/or events.
- Managing a central register of school complaints – external and internal. Ensuring the correct people respond accordingly. To also act as the first port of call for general complaints and escalating these as required.
- To act as the 'quality control' in respect of all letters and documents to be sent to stakeholders.
- When directed/required, to review the Headteacher's email and ensure that appropriate items are passed on.
- To review on a weekly basis, the DfE and Ofsted websites to ensure that hard copies of appropriate documents are provided for the Headteacher's information.



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- To review, on a weekly basis, the Local Authority websites to ensure that hard copies of appropriate documents are provided for the Headteacher's information.

To act as a central point for projects which may be delegated by the Headteacher and to lead and participate in school projects using own initiative and keeping to agreed project deadlines and budgets.

## **Additional Duties**

- To maintain a flexible working approach in order to accommodate day-to-day operational matters.
- Provide the Designated Safeguarding Lead with strictly confidential Safeguarding admin support.

## **Wider Responsibilities**

- Working closely with the Headteacher and other key members of staff, manage the school's Year 7 and In Year admissions process and the Year 11 and In Year leavers process.
- First contact for answering all general admission queries for Year 7 – 11 by phone, email, or letter from prospective Year 7 parents and casual in year admission (other year groups).
- Working closely with other members of staff, coordinate and attend the school's Open Events, Induction Days and New Parents' Inductions Evenings. Arrange for BRS 'In Action' tours of the school for prospective parents.
- Liaise with primary schools to ensure invite to Open Evenings and encouraging Robert Sutton for a first-choice place for Year 6.
- Liaise with the parish to promote Robert Sutton as the first-choice place for a secondary school.
- Liaise with Staffordshire, Derbyshire, and Leicestershire Local Authorities Admissions Teams on changes or queries regarding the school's admissions procedure or policy.
- Provide Staffordshire Local Authority Admissions Team with the rankings for the Year 7 September cohort.
- Liaise with Appeals Clerk on all aspects of admissions appeals.
- Coordinate the on-site arrangements for the Appeal hearings.
- Coordinate any resultant paperwork and offer.
- May be required to manage and organise significant events or administrative function in the school, e.g., school photographs, student planners etc.
- Act as a point of contact for media and marketing purposes.
- Coordinate the marketing of the school – liaising with the Trust and in the procurement of marketing materials.
- Develop and maintain links with external media contacts.
- Oversight of the school's social media.
- Support in the preparation and printing of the annual school Prospectus and school publications.



- Procurement and design of school signage.

In the absence of the Office Manager, and as and when required, supporting in the following:

- Ordering/Goods Receipting.
- Managing all aspects of ParentPay, e.g., setting up payment items, liaise with the kitchen daily re school lunches.
- Credit Control, e.g., ParentPay debt report.
- Manage other admin staff and manage and coordinate admin services.
- Liaising with the LGB and Clerk.
- On behalf of the Headteacher - upload all meeting documentation for the meeting on to Trust Governor in advance of meetings.
- Highlight for the Headteacher's attention matters to be actioned.
- Acting as a point of contact for all Police and other service liaison/enquiries.
- Dealing with issues of a complex and confidential nature.
- Administering medicines to students.
- School uniform – school link with the uniform supplier.
- Deal with complex Reception/visitor matters.
- Organise events, Parents' Evenings – administering the Parent Cloud booking system.
- Provide advice and guidance to staff, students, parents, and Governors.
- Providing students with 'proof of education history' letters.
- Promote and safeguard the welfare of children and young persons you are responsible for or encounter.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the school day.

The PA to the Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



**Person Specification**

**PA to the Headteacher**

Key: I = Interview A = Application Form

		<b>Essential</b>	<b>Desirable</b>	<b>How evidenced?</b>
<b>Qualifications and Training</b>	Level 3 qualification in Business Administration, or equivalent experience	✓		
	A minimum of 5 GCSEs (or equivalent) including a grade C in maths and English	✓		
	Commitment to ongoing professional development	✓		
<b>Experience</b>	Experience of working in a busy admin/secretarial position at a senior level	✓		
	Previous experience working as a Personal Assistant at an educational establishment or in a complex organisation	✓		
	Experience of working in a school office and / or a secondary school		✓	
<b>Skills and Knowledge</b>	A commitment to continual professional development	✓		
	Excellent ICT skills including experience of all Microsoft Office applications	✓		
	Excellent verbal and written communication skills	✓		
	Ability to maintain confidentiality at all times	✓		
	Ability to communicate effectively with a range of people including staff, pupils, parents, visitors and governors both written and verbally	✓		
	Excellent planning, organisation and negotiation skills; with the ability to work to multiple deadlines	✓		
<b>Persona</b>	Willingness to support Catholic life in schools	✓		



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I Qualitie s	Professional, friendly and approachable and able to relate well to staff, students and visitors	✓		
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	Excellent telephone manner	✓		
	Able to adapt to changing circumstances and new ideas	✓		
	Attention to detail	✓		
	Can-do attitude and solution focused approach	✓		
	Uphold and promote the Catholic ethos and values of the school	✓		
	Commitment to maintaining confidentiality at all times	✓		
	Commitment to safeguarding, equality, diversity, and inclusion	✓		
<b>Safeguarding</b>	Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	✓		

**Notes:**

This job description may be amended at any time in consultation with the postholder.

The St Ralph Sherwin Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.





**St Ralph  
Sherwin**  
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**Line manager's signature:**

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**Date:**

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**Postholder's signature:**

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**Date:**

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