

Job Description

PA to Headteacher and Senior Leadership Team (SLT)

Purpose	To provide a confidential/administrative support service to the Headteacher and members of the Senior Leadership Team. To carry out duties in a professional manner and in accordance with the Academy and Trust policies. To be responsible for individual projects under the direction of the Headteacher/Operations Manager including areas of HR. To ensure the Academy has an effective publicity/communications strategy with students, parents, staff and community, which raises the profile of Kings Academy both internally and externally, reaching out to the local community and wider surrounding areas.
Reporting to	Headteacher/Operations Manager
Salary	Grade 12

Key Responsibilities	• Provide effective clerical support for all aspects of the work of the Headteacher, ensuring the highest quality presentation of all documents and to organise and present information for reports in a variety of formats. These documents would include emails, briefing papers, reports, presentations, agendas and minutes • To oversee all communication with parents so that all correspondence is accurate and sent promptly through correct channels and stored centrally for future reference by staff • Coordinate the Headteacher's diary, making decisions around priorities and ensuring the Headteacher is suitably briefed • Manage verbal, electronic and written communications on behalf of, and in conjunction with, the Headteacher. Establishing and maintaining good professional relationships • To support and facilitate pro-active thinking and guidance for the Headteacher, both in terms of operation and strategy • Maintain organised and accurate records in efficient files and online systems • Support the Headteacher to manage their workload, advising on priorities where appropriate • Prepare the Headteacher for meetings by assembling reports and relevant documents • Complete desktop research for the Headteacher, analysing findings and providing summaries for the Headteacher • To undertake designated project work, as instructed by the Headteacher, including research, surveys, liaison, and the making of recommendations • Develop knowledge of whole Academy processes, plans and objectives as well as inspection criteria and judgements, in order to support and advise the Headteacher and staff • To maintain the complaints register and produce reports as required • To maintain the policy register ensuring that policies are reviewed and approved by the appropriate Governing Body/Sub Committee/Trust
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- To proactively manage SLT diaries
- To support the distribution of daily work and correspondence to the Senior Leadership Team
- To support individual SLT members as required on whole school events and projects throughout the year. These include Subject Evenings, Open Evenings, MAT programme, Careers events and ensuring data sets are accurate at the start of the academic year
- To minute formal meetings such as internal SLT meetings, student disciplinary hearings and appeal meetings as appropriate
- To act as the first point of contact for SLT and the school with external agencies when enquiries are made
- To attend leadership briefings to have an awareness of current issues and be the first point of contact for staff, parents, governors and other stakeholders looking to speak with the Headteacher
- To contribute to the good order and running of the school by doing any other task deemed reasonable by the Headteacher and commensurate with the grade

HR Responsibilities

- To be responsible for the coordination of all vacancies within the Academy.
- With support from the HR Administrator, to be responsible for the coordination of interview logistics including room bookings, diary management, scheduling and preparation of relevant materials
- To provide the highest levels of support and information to the Headteacher throughout the process, including specific information on advertising, pre-selection tools and techniques and recruitment timescales
- To draft adverts for the positions you are advertising, ensuring they are well-written, engaging and following brand guidelines
- To post adverts and marketing materials on the various job boards and recruitment media channels in a timely and accurate fashion, ensuring the best possible exposure for vacancies
- To post vacancies on the Academy websites via the Wessex Learning Trust
- To speak to prospective and active candidates, creating a positive first impression and ensuring that all requests for recruitment packs and other general queries are responded to swiftly and professionally
- To ensure shortlisting is completed in an accurate, compliant and timely manner.
- With support from the HR Administrator, to be responsible for interview set-up including finalising the schedule, calling candidates, sending invites and liaising with managers to ensure that all paperwork is sent prior to interview
- To coordinate interview days, including room bookings, logistics and ensuring a professional and smooth recruitment process
- To ensure all applicants are informed of the progress of their application either by phone or in writing
- To send out reference requests for all shortlisted candidates and chasing responses
- Following offer, to ensure all relevant documentation is in place so that the contract can be drafted and new starter processes begun.
- Preparing and dispatching employment contracts and ensuring timely signature and return by individuals
- When required, to audit new starter files and chase new employees for relevant documentation to ensure everything is in place prior to appointment commencing
- To produce electronic and hard copy personnel files, ensuring all information is obtained before the file is finalised and that the file is produced in line with the standard format
- To track regular reviews in line with probation period ensuring that line managers are aware of procedures and return completed paperwork in good time and informing the Operations Manager of any concerns

Additional Responsibilities	Marketing, PR and Communications: • Generate positive media coverage by writing press releases, taking photographs and editing for website and other publications • Design, develop and initiate new ways to promote the Academy through various media outlets to attract staff and students to join the thriving environment of Kings Academy • Maintain and develop specific areas of the Academy website, routinely checking the content, adding, updating, changing and removing out-of-date information when required • Assist in implementing the marketing strategy for the Academy, designing and writing marketing material (invitations, adverts, flyers etc.) • To support marketing activities designed to increase the Academy's visibility in the media • To manage and update school social media accounts including Facebook and Instagram • Exceptional levels of integrity, discretion, honesty and reliability • Conscientious and hardworking and ability to work as part of a team • Excellent timekeeping and attendance • Track record of excellent customer service with a firm but tactful and diplomatic style • Ability to work under pressure, prioritising workloads to meet deadlines, in a situation often with frequent interruptions • Flexibility, on occasions and within reason, in approach to working hours • Degree or similar level qualification with administration experience and excellent levels of literacy • High level of competency in Microsoft applications. (Office 365, Word, Excel, PowerPoint) • Strong initiative with problem-solving and strategic thinking skills • Ability to communicate and relate well to young people, accepting all members of our community have a role to play in the wider education of our students • Interpret Headteacher's comments into draft written correspondence to be sent to relevant stakeholders • Develop written communication that is professional and upholds the Academy's vision and value • Proof-read outgoing communication to ensure it is of the highest standard The Trust recognises that the following skills are required for this post: Relating to others • Impact and influence: the ability and the drive to produce positive outcomes by impressing and influencing others • Team working: the ability to work with others to achieve shared goals • Understanding others: the drive and ability to understand others, and why they behave like they do Developing people • Encourage staff to work together and share expertise within and across teams Reflecting • Reflect on personal and professional development • Use feedback from all levels of the Trust to help improve the way you work • Be aware of your own skills of self-management as regards time and prioritising workload Inspiring • Be able to inspire staff and pupils with the highest standards and expectations
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	• To ensure the aims, priorities and policies of the Academy and Trust are adhered to • Act as a positive representative and advocate of the Academy and its students in all circumstances and at all times • Assisting with the supervision of students out of lesson times, including before and after school and at lunchtimes, as required • Undertake additional duties commensurate with the grade as directed by your line manager • Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation • Be courteous to colleagues and provide a welcoming environment to visitors both in person and on the telephone and maintain a professional standard of demeanour and dress • Attend relevant meetings, participate in training and other learning activities and performance development, as required • Take on additional responsibilities, as required by the Headteacher and the Executive Leadership Team of the Wessex Learning Trust The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the Child Protection and Safeguarding Policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern, the Trust's Child Protection Procedures will be followed alongside implementation of the Trust's disciplinary procedures. This post will require online checks to be undertaken and an enhanced DBS check, as well as medical clearance.
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This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified.

The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.

Signature (Employee):	
Date:	
Signature (Line Manager):	
Date:	

