



### Job Description

<b>Job Title:</b>		PA to Headteacher			
<b>School:</b>		Benfield School			
<b>JE Code:</b>	AA1195	<b>Evaluation:</b>	446 points	<b>Grade:</b>	N5
<b>Date:</b>	August 2011	<b>Status:</b>	Final		
<b>Responsible to:</b>		Headteacher			
<b>Responsible for:</b>					
<b>Job purpose:</b>		To work as part of the administrative team, support the school in attaining its aims and objectives by providing secretarial support to leadership team.			

#### Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Provide timely and effective secretarial and administrative support to the Head Teacher (and other members of the Leadership Team) in accordance with good secretarial practice.
2. Ensure the effective operation of the Head Teacher's personal office to ensure the efficient discharge of functions to, staff and parents/carers including hospitality arrangements and management of the Head Teacher's diary.
3. Assist the school by maintaining good relationships with staff, parents/carers, governors, contractors' representatives and external agencies in order to promote the objectives of the school.
4. Generate correspondence and reports of a routine nature. Completion of forms and returns required by Department of Education and other external agencies.
5. Reception and dealing with Head Teacher's mail, calendar and visitors.

#### Lead administrator for Personnel matters within school

- 6 Provide and effective recruitment administration process for all job vacancies to support the image of the school as a good employer and help to attract and recruit good quality applicants.

- 7 Oversee the process of staff recruitment on behalf of the leadership team and departmental staff ensuring that candidates are kept informed and recruiting managers are well prepared.
- 8 Manage necessary contractual matters relating to the appointment of successful candidates including ensuring pre-employment checks and contract administration are successfully completed in liaison with appropriate departments of the Academy Trust.
- 9 Ensure that all staff records are kept up to date and secure, including reporting sickness/other absences and monitoring patterns/trends.
- 10 Co-ordinating the administration of all personnel matters relating to sickness and absence including organising sickness absence reviews and advising Head Teacher or action required.
- 11 Advising and/or seeking information for staff on personnel matters.

#### **Administrative duties**

12. Developing and maintaining good practice in relation to the provision of an efficient and effective service within the reception areas and other administration offices.
- 13 Oversight of stationery supplies for admin and other departments.

#### **Trust responsibilities:**

1. Work to fulfil the vision and values of the trust.
2. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
3. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
4. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
5. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
6. Participate in appraisal, training and development and other activities that contribute to performance management.
7. Attend and participate in regular team and 1:1 meetings.