

## Job Description

<b>Job Title:</b>	PA to the Headteacher
<b>Multi Academy Trust:</b>	Ted Wragg Trust
<b>Location:</b>	Isca Academy
<b>Responsible To:</b>	Headteacher
<b>Salary Grade:</b>	E

### Key Purpose of Job

- To provide comprehensive and confidential executive support to the Headteacher.
- To provide effective administrative support to the school.

### Key Duties and Accountabilities

- Proactive management of the Headteacher's diary and associated logistics to ensure efficient organisation of her office and support for her role.
- Effective and sensitive management of incoming and outgoing communications to/from the Headteacher's office.
- Representing the Headteacher with school and Trust staff, parents, students, and external agencies, including receiving visitors on behalf of the Headteacher.
- Organising and taking minutes of all meetings led by the Headteacher, including leadership meetings, HR meetings and inter-agency meetings.
- Drafting, preparing and circulating documents on behalf of the Headteacher.
- Being first point of contact for callers and visitors, and for school situations requiring attention from a member of the Leadership Team.
- Administration of student records.
- In consultation with the Headteacher, organising programmes and logistics for external visits to the school, including audits and inspections.
- Responding to Freedom of Information requests made to the school.
- Receiving or acknowledging formal complaints made to the Headteacher, and co-ordinating or drafting responses, in consultation with the Headteacher and the School Complaints Coordinator.

<ul style="list-style-type: none"> <li>• Supporting the Headteacher in any safeguarding matters.</li> </ul>
<ul style="list-style-type: none"> <li>• Liaising with the Clerk to the Governors in preparing for Local Governing Body meetings and in facilitating an effective communication between the Headteacher and the Chair of Governors.</li> </ul>
<ul style="list-style-type: none"> <li>• In consultation with the Leadership Team, co-ordinating the production of the yearly Staff Handbook and school calendar.</li> </ul>
<ul style="list-style-type: none"> <li>• Supporting the Headteacher in the monitoring of staff performance and appraisal.</li> </ul>
<ul style="list-style-type: none"> <li>• Maintaining confidential electronic and other filing systems linked to the Headteacher's office.</li> </ul>
<ul style="list-style-type: none"> <li>• Contributing to the organisation and delivery of parent/community events as required.</li> </ul>
<ul style="list-style-type: none"> <li>• Undertaking any other duties or functions which generally support the work of the Headteacher, as required. Where necessary being flexible to respond to requests outside of working hours.</li> </ul>

<b>Working Environment and Conditions</b>
<ul style="list-style-type: none"> <li>• In support of the Trust's vision and ethos of shared teaching and learning to improve educational outcomes for young people, the post may be required to travel and teach within any school in the Ted Wragg Trust.</li> </ul>

<b>Other Duties</b>
<ul style="list-style-type: none"> <li>• Identify personal training needs and participate in training and performance development whenever required.</li> </ul>
<ul style="list-style-type: none"> <li>• Actively participate in performance management processes.</li> </ul>
<ul style="list-style-type: none"> <li>• Attend and participate in relevant meetings as required.</li> </ul>
<ul style="list-style-type: none"> <li>• Undertake any other duties appropriate to the grade of the post.</li> </ul>

<b>Other Information</b>
<ul style="list-style-type: none"> <li>• The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity. As an employee, you are representing the Trust and must support and demonstrate your commitment to the Trust's ethos and anti-discriminatory practices.</li> </ul>
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<ul style="list-style-type: none"> <li>• The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking or vaping in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.</li> </ul>

- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- The post holder may be required to move their base to any location within the Trust upon request.

- As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.
- This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

## Person Specification

Qualifications and Experience	Essential/ Desirable
<ul style="list-style-type: none"> <li>• Secretarial/ Administrative Qualification or equivalent</li> </ul>	E
<ul style="list-style-type: none"> <li>• Good standard of education – GCSE English and Mathematics Grade C or above (or equivalent)</li> </ul>	E
<ul style="list-style-type: none"> <li>• Willingness to identify and take part in relevant self- development opportunities</li> </ul>	E
<ul style="list-style-type: none"> <li>• First Aid at work</li> </ul>	D
<ul style="list-style-type: none"> <li>• Secretarial/administrative experience gained working in a complex, dynamic and confidential environment</li> </ul>	E
<ul style="list-style-type: none"> <li>• Extensive knowledge of administration work gained in an educational environment</li> </ul>	D

Knowledge, Skills and Understanding	Essential/ Desirable
<ul style="list-style-type: none"> <li>• To work under pressure and prioritise workload in order to meet deadlines</li> </ul>	E
<ul style="list-style-type: none"> <li>• Ability to remain calm in complex and pressurised situations</li> </ul>	E
<ul style="list-style-type: none"> <li>• Good interpersonal skills. Ability to develop and maintain effective working relationships</li> </ul>	E
<ul style="list-style-type: none"> <li>• Good written and verbal skills (including an excellent telephone manner). Ability to communicate effectively with staff and external contacts at all levels</li> </ul>	E
<ul style="list-style-type: none"> <li>• Ability to exercise discretion and maintain confidentiality</li> </ul>	E
<ul style="list-style-type: none"> <li>• Highly developed organisational skills with the ability to multitask. Can work flexibly and on own initiative</li> </ul>	E
<ul style="list-style-type: none"> <li>• Ability to carry out detailed work whilst maintaining accuracy and attention to detail. Accurate typing skills.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Excellent working knowledge of Microsoft Office applications, in particular Word, PowerPoint, Excel, Outlook and the internet</li> </ul>	E
<ul style="list-style-type: none"> <li>• Working knowledge of Bromcom (or other MIS)</li> </ul>	D

<b>Other</b>	<b>Essential/ Desirable</b>
• This post is subject to an enhanced DBS disclosure	E
• This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English	E