



## **JOB DESCRIPTION**

<b>Job Title:</b>	PA to the Headteacher
<b>Grade:</b>	G (£27,711 – £ 29,572 pro rata)
<b>Hours:</b>	37 hours pw Term Time (38 weeks) plus 5 INSET days plus 7 days.
<b>Responsible to:</b>	Head Teacher
<b>Direct Supervisory Responsibility for:</b>	Receptionist
<b>Important Functional Relationships:</b>	<u>Internal:</u> Headteacher and School Leadership Team.  <u>External:</u> Parents and Carers

### **Main Purpose of Job**

To be responsible for the provision of an effective and efficient secretarial and administrative support to the Headteacher and Senior Leadership Team.

To make a fundamental contribution to facilitating the effective communications and operations of the school leadership group.

In the spirit of the workload agreement, using good judgement, seek to reduce the pressure on the Headteacher and Leadership Group.

### **Duties and Responsibilities**

1. To provide and organise an efficient, professional and confidential secretarial and administrative service to the Headteacher including correspondence, reports, publications, and other documents as required, as well as monitoring generic school email addresses.
2. To be responsible for organising and maintaining the Headteacher's diary, including arranging appointments, itineraries, making travel arrangements, co-ordinating meetings and events as well as co-

ordinating appointments with other members of the Leadership Group, including their travel arrangements.

3. To be responsible for ensuring a high standard of quality and accuracy in all documents produced for the Headteacher, including documents produced within the Reprographics Office.
4. To have supervisory responsibility for the smooth running of the Reception Office.
5. To ensure that school letter headed paper and other whole school stationery is up-to-date and stocked appropriately
6. To manage communications with Academy senior staff, LA officers, Governors and other relevant contacts on behalf of the Headteacher.
7. To respond to queries on behalf of the Headteacher, including prioritising issues, investigating queries and complaints, preparing responses etc. Seeking to resolve as many problems as possible at this level will involve using good judgement, dealing proactively and diplomatically with parents, staff and students, giving advice, judging whether issues need to be passed to other staff, keeping abreast of the progress of complaints, going back to parents and students to ensure that the issue is resolved to their satisfaction, keeping the Headteacher informed throughout but aiming to reduce her workload and that of other senior staff in the process.
8. To receive comments and complaints from parents and members of the public, assuring them of our commitment as a community school and following up as appropriate.
9. To act as the first line when students are sent to the Headteacher in an emergency when the Headteacher is not immediately available and deal sensitively with them.
10. To sort, distribute and administer incoming and outgoing mail addressed to the Headteacher.
11. To draft correspondence on behalf of the Headteacher.
12. On behalf of the Headteacher, to welcome visitors, to receive and prioritise incoming telephone calls and deal with them appropriately taking messages as required.

13. To maintain continual dialogue with the Leadership Group to plan, deal with and follow-up on issues, internal and external communications, correspondence, etc.
14. To organise all arrangements for meetings as required.
15. To ensure the school assembly timetable is followed and updated and liaison with external speakers as appropriate.
16. To liaise with outside agencies on behalf of the Headteacher, as directed, including liaison with charities.
17. To attend management meetings, to prepare and circulate the relevant agendas and papers and to take minutes as required.
18. To maintain accurate and comprehensive filing systems personal to the Headteacher.
19. To assist with the preparation and collation of paperwork and data for Ofsted inspections, and other school documents and reports prepared by the Headteacher or members of the school management team.
20. To act as a member of the administrative team and to provide support and cover for other members of the team where needs arise.
21. To assist with the organisation of school events.
22. To ensure that school noticeboards, internal and external, are up-to-date, liaising with departments and reprographics as necessary.
23. To organise and provide the administration linked for all partner primary liaison, promoting the school appropriately.
24. To promote and maintain a high profile of the school externally with the local media, publicising achievements of students and the school, including being responsible for the marketing/advertising budget.
25. To develop a good working relationship with local media and school uniform providers.
26. To be the liaison with the MATs website administrator/designer to ensure the school's website reflects current school achievements.

### **Responsibilities applicable to all Trust employees**

1. To be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust, including safeguarding and child protection, health and safety, equality and diversity, the Code of Conduct, and data protection.
2. To maintain confidentiality of information acquired in the course of undertaking duties.
3. To be responsible for your own continuing self-development, engaging in mandatory and other training as appropriate for the role.
4. To undertake other duties appropriate to the grading of the post as required.



## PERSON SPECIFICATION

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Attributes	Essential	Desirable	How identified
<b>Relevant Experience</b>	<p>Minimum of 2 years practical experience of working in an office environment</p> <p>Practical experience of word processing, e-mail &amp; other office electronic applications</p>	<p>Relevant work experience within a school/ college environment</p> <p>Experience of SIMS.</p>	Application form/ interview
<b>Education and Training</b>	<p>Attainment of GCSE's or equivalent (educated to level 2 standard) to include Maths &amp; English</p>	<p>Attainment of level 3 qualifications or equivalent (eg: A Levels, AVCE)</p> <p>OCR level 2</p>	Application form
<b>Knowledge and Skills</b>	<p>Good typing skills</p> <p>Good oral &amp; written skills</p> <p>Excellent organisational skills</p> <p>Excellent communication skills</p> <p>Excellent inter-personal skills</p> <p>Good judgement and an ability to assess situations, prioritise and delegate</p> <p>Supervisory skills</p>		<p>Application form/ interview</p> <p>Typing test</p>

<b>Any Additional Factors</b>	Professional, tactful & sensitive  Discreet & confidential  Ability to work on own initiative and within a team  Enjoys working with young people		Interview

Date Updated: February 2024

Updated by: Senior HR Officer