

**PA TO THE HEADTEACHER**

**JOB DESCRIPTION**

**Grade** Grade 5

**Hours** 37 hours per week, term time only plus 3 weeks.

**Status** Permanent

# Job Purpose

This is a critical role within the school with wide ranging administrative and organisational responsibilities. The post holder needs to be highly organised, honest, discrete, trustworthy and highly self-motivated as the role is pivotal in a demanding and busy school. The job holder must be prepared to deal with both administrative duties as well as dealing with other more wide-ranging and challenging tasks.

**Duties and Responsibilities**

* To act as first line contact for the Headteacher, using discretion and tact to ensure telephone callers and visitors receive a professional response, and are dealt with by the appropriate person.
* To show absolute confidentiality and discretion at all times.
* To generate an environment of efficiency and provide a warm welcome at all times.
* To liaise with members of the teaching and associate staff as appropriate.
* To organise the day-to-day time management of the Headteacher and liaise closely with other members of the senior leadership team.
* To oversee the Headteacher’s travel arrangements.
* To cover routine events or emergencies with confidence.
* To assist the Headteacher in maintaining a smooth running and efficient office by dealing with all administrative functions and anticipating and scheduling regular events and meetings.
* To ensure the Headteacher is briefed for all meetings with relevant correspondence, documents/presentations and, in the Headteacher’s absence, refer matters to relevant members of the leadership team for action.
* To open correspondence addressed to the Headteacher and Chair of Governors as appropriate and, in consultation with the Headteacher/Chair of Governors, take appropriate action.
* To take minutes of Headteacher’s meetings (often highly confidential) as required. These might include personnel meetings, governors’ meetings, trustees meetings, union meetings and meetings on behalf of the Leadership Team.
* To be responsible for all of the Headteacher’s administrative filing, including confidential files.
* To clerk and minute the Local Governing Body meetings, ensuring effective administrative support and advice to the LGB, providing advice on legal and procedural matters and ensuring the board remains compliant.
* To manage the ratification of all school policies ensuring all policies are kept up to date and sent out to the relevant parties for renewal.
* To receive and appropriately deal with all incoming electronic communications on behalf of the Headteacher.
* To manage administration of school Suspensions and Exclusions.
* To manage administration of Appeals.
* To liaise as necessary, with Local Authority services and other agencies on behalf of the Headteacher.
* To arrange collation of all relevant documentation to support the Headteacher’s meetings.
* To forward think and plan in advance in support of Headteacher’s workload.
* To upload and maintain the school website ensuring all information is legal, compliant and up to date.
* To assist the HR team with recruitment as required and in liaison with the Operations Manager.
* To support re. staff absence requests to ensure cover arrangements are in place and compliant.
* To manage hospitality for meetings and events/functions throughout the year.

Plus any such duties as are within the scope and spirit of the job purpose, the title of the post, and its grading.

***This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment***