

Job Description

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| **Post Title:** | PA to the Headteacher |
| **Reporting to:** | Headteacher |
| **Location:** | St. Wilfrid’s Catholic High School & Sixth Form College |
| **Grade:** | 6 |
| **Service Area:** | Administration Team |
| **Overall Purpose of the Post:*** Provide a high-quality, confidential and comprehensive secretarial, clerical and administrative service to the school stakeholders including the headteacher, Academy Council and senior leadership team in order to maximise the efficiency and effectiveness of the school as a whole.
* Responsible for the administrative service regarding suspension, working within legal timeframes and liaising with the Local Authority.
* Promoting events, celebrations and information regarding the school via social media and creating the school newsletter
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| **Date of last review:** | June 2024 |

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| **Knowledge, skills and experience requirements for the post** |
|  | **Essential** | **Desirable** |
| Qualifications/ Training | * GCSE English and Maths Grade C or above or equivalent
* At least 3 years of administrative experience at a senior level
 | * PA experience
* RSA Text Processing or Touch-typing qualification/certification
* Experience of using a secondary school management information system (MIS)
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| **Skills/Knowledge** | * Ability to complete work to a high standard and to tight deadlines
* Working knowledge of GDPR
* Excellent literacy skills
* Ability to use own initiative
* Excellent typing skills
* Ability to relate to staff, students and other stakeholders within the school with tact and diplomacy
* Excellent communication skills
* Ability to remain calm and professional at all times
* Excellent inter-personal skills
* Ability to self-evaluate own learning needs and actively seek learning opportunities
* Excellent ICT skills
* Ability to always exercise confidentiality
* Excellent record keeping
* Social Media sites and posting information for business purposes
 | * Suspension processes
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| **Experience** | * Arranging and minuting meetings
* Working with highly confidential matters and materials
* Maintaining a professional image at all times as a representative of the school, including correspondence to internal and external stakeholders
* At least 3 years of administrative experience at a senior level
* Microsoft Office Suite
 | * Working within a school environment
* Local Authority suspension processes
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| Responsibilities and accountabilities**Main Duties:**Carry out other duties commensurate with the grade (or below) of a post, as directed by the line manager, Senior Leaders or their representatives.* To act as the Personal Assistant to the Headteacher directing and fielding communications into school on their behalf, according to the academy and diocesan policies and procedures.
* Develop constructive relationships and communicate with staff, other professionals and external agencies.
* To assist the Headteacher when dealing with complex disciplinary, grievance, suspensions, managing information effectively in accordance with legal requirements.

Liaise with the HR Officer for guidance with any issues and/or from third parties on behalf of the Academy when required. Access to appropriate legal advice, support and guidance and where necessary seek advice via the Trust solicitors.* Act as a first point of contact within the school for staff, councillors, parents and others seeking contact with the Headteacher.
* Complete all administrative tasks relating to suspensions and permanent exclusions, including liaising with parents/carers and the Local Authority ensuring legal deadlines are adhered to. This includes notification of suspensions, communication via written and verbal methods, collating and checking evidence, arrange meetings and offer guidance and advice on how to apply for an independent review.
* Attend and take minutes at permanent exclusions and other meetings as requested by the Headteacher or Senior Leadership Team.
* Develop constructive relationships and communicate with other agencies and professionals.
* Type up academy council meeting minutes from recorded audio, liaising with the Chair to ensure these are accurate.
* Schedule and arrange meetings for the Headteacher and academy council in all matters relating to collating required reports, distribution and arrange locations and refreshments.
* In accordance with the law, arrange training when required on suspensions for yourself, specific members of the academy council and Senior Leadership Team.
* Be the point of contact for the recruitment of Academy governors, processing paperwork, arranging meetings and booking appropriate training. Liaising with the HR Officer regarding recruitment processes.
* If required, provide assistance in meetings for the BKCAT Trust Board relating to highly confidential and sensitive matters.
* Open and distribute internal and external information addressed to the Headteacher. Advising on urgent matters, collating relevant documents and taking the appropriate action where necessary.
* Process letters and distribute for the Headteacher, Academy Council and Senior Leadership team. Responding to all routine letters taking appropriate action where necessary.
* Maintain an accurate electronic and paper filing system for all letters and documents, archiving documents for the required time in line with the Trust Retention policy.
* Maintain the confidentiality of all the Academy’s records relating to staff and students, in line with GDPR.
* Be the point of contact for staff to provide news and stories for the school newsletter and social media.
* Responsible for promoting the school, sharing news stories on the school social media accounts, i.e. Facebook, X etc.
* Collate news stories to create the school monthly newsletter, via Canva, using a standard template. Liaising with the Headteacher for final approval and Reception staff to distribute to parent/carers.
* Provide hospitality services as and when instructed by the Headteacher.
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| Responsibilities for resources |
| **People:** N/A | Budgets: N/A | **Physical Resources:** N/A |

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| **Characteristics of the post:**Employees are encouraged to participate in training activities in order to enhance their own personal development.* All employees of the school have a responsibility for promoting and safeguarding the welfare of children and young people.
* Be aware of and comply with policies and procedures relating to child safeguarding, health and safety, data protection, security and confidentiality, reporting all concerns to an appropriate person.
* Contribute to and uphold the overall ethos/work/aims of the school.
* Follow and uphold the Trust Code of Conduct.
* Attend relevant meetings as required.
* Treat all users of the school with courtesy and consideration.
* Support the role of other professionals in school.
* To be flexible in approach and be available to work outside normal hours as and when required.
* Participate in training and other learning activities and performance development as required.
* Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.

The employment checks required of this post are:* Evidence of entitlement to work in the UK and identity
* Evidence of essential qualifications
* Two satisfactory references
* Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS with a barred list check
* On line search
* Confirmation of medical fitness for employment
* Completion of a self disclosure form declaring convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975
* Overseas check (where applicable)
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| **Date completed:**  | June 2025 |