

**St John the Baptist CofE VA Primary School**

**JOB DESCRIPTION**

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| **Job Title:**  | **PA to the Headteacher**  |
| **Grade:**  | **G6 (24-29)**  |
| **Contractual Hours:**  |  **37 hours per week for 42 weeks**  |
| **Reports to:**  | **Headteacher**  |
| **Responsible for (staff):**  |  |
| **Main purpose of the Role**  |
|  1. Ensuring that the headteacher is fully supported in all aspects of their work including confidential matters.
2. Assisting the school’s office, secretarial and administrative functions, as required.
3. Providing first line HR admin support.
4. Advising on compliance with legislation and guidance, including but not limited to DfE, data protection, Freedom of Information Act, H&S, GDPR, school governance.
5. Fulfil the duties of Clerk to the Governors.

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| **Core Responsibilities and Tasks**  |
| **Duties and responsibilities** 1. Manage the headteacher’s diary and time including booking appointments, acting as the ‘gatekeeper’, receiving visitors, providing preparatory support and making travel arrangements.
2. Open, sort and distribute headteacher’s mail including electronic mail, advising on any urgent matters.
3. Organise meetings, conferences, and events (internal and external) on behalf of the headteacher, including refreshments.
4. Prepare agendas, take notes at, prepare, and distribute minutes of meetings swiftly.
5. Ensure that the Headteacher is briefed in advance for all meetings with relevant correspondence and documentation emailed, printed, and presented in a professional format.
6. Maintain an overview of all school policies, advising the headteacher when they are due for review and/or are due to be updated due to changes in legislation/guidance.
7. Act as Clerk to the Local Academy Council, preparing and circulating agendas and papers for full Council and Council sub-committee meetings, in conjunction with the Headteacher, Chair of the meetings and other staff as required.
8. On behalf of the Headteacher, liaise with outside agencies on projects involving marketing, designing, and printing school-related publications.
9. Act as the point of contact in relation to any complaints received, referring matters to appropriate members of staff when required.
10. Plan, develop, organise and monitor the administrative support services and all related systems, procedures and policies relating to the work of the Headteacher, the Leadership team and Local Governing Board.
11. Implement and monitor administrative procedures and management information systems to ensure the provision of efficient and effective support services to the Headteacher, the Leadership team and Local Governing Board.
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| 1. Assist in the collation and preparation of statistics, management information and reports as required by the headteacher, the Local Governing Board, auditors, the local authority (LA), and the DfE.
2. Co-ordinate the collection, entry and extraction of data required to complete statutory returns.
3. Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors, and other professionals. Provide efficient administration and secretarial assistance to the headteacher.

 **Personnel/HR**1. Working under guidance of the external HR team, manage the initial recruitment process for school staff.
2. Liaising with the Headteacher to organise job interviews/assessments, requesting references, room booking etc ensuring the recruitment process is organised efficiently and professionally.
3. Liaising with applicants ensuring all pre interview and pre employment checks and identification is carried out.
4. Maintain the School’s Single Central Record ensuring information is entered in a timely manner, is correct and kept up to date for all individuals required to be recorded.
5. Work with the leadership Team to process requests for leave of absence, monitor staff sickness and absence, and provide timely reports to the SLT on staff absence.

**Attendance & Admissions**1. Working alongside the Administration and Pastoral Teams, monitor pupil attendance in accordance with school policy.
2. Report poor levels of attendance regularly to the Senior Leadership Team and Pastoral Team.
3. Organise attendance review meetings and the associated paperwork, including the application of FPN’s.
4. Complete attendance reports for Local Governing Board and Local Authority.
5. Working alongside the Headteacher, lead on the school’s admissions processes.

 **General Requirements** All staff are expected to:  1. Work towards and support the vision and current objectives outlined in the School Improvement Plan.
2. Contribute to the school’s programme of extra-curricular activities and break/lunchtime duties as required.

 Main duties and responsibilities are indicated above however other duties of an appropriate level and nature may also be required, as directed by the headteacher. Please note that the post holder may occasionally be required to work outside of normal school working hours for extended school status activities, school events, meetings and emergencies.   |
| **Equal Opportunities**  |
| * The postholder is required to carry out the duties in accordance with Local Authority Equal opportunities policies.
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| **Health and Safety** |
| * The postholder is required to carry out the duties in accordance with Local Authority Health and Safety policies and procedures.
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| **Additional Notes**  |
| • The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the school, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post. * All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the school’s safeguarding policies and procedures. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.
* An Enhanced DBS Check will be requested on successful application to a position at the school.
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