

## **JOB SPECIFICATION: PERSONAL ASSISTANT TO HEADTEACHER**

**Name:**

**Title: PA to Headteacher**

**Grade: NJC Pts 15-20; 37 hours per week (term time plus three weeks) 0.90 f.t.e**  
**Salary range (pro rata): £30,024 to £32,597 Actual salary: £27,085 to £29,406**  
**Benefits include Employer pension contributions (LGPS Pension Scheme)**

**Line Manager: Headteacher**

### **Key Purpose:**

- To provide support to the Headteacher and assist in the efficient running of the school administration systems.

### **Main Duties and Responsibilities:**

#### **PA to Headteacher**

- Act as the first point of contact for staff, parents, Trustees and other stakeholders looking to speak with the headteacher
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- If required, assist with managing the school's email inbox, ensuring the school meets its expected response times and emails for the headteacher are acted on
- Manage enquiries and requests efficiently, referring to other relevant staff where necessary
- Welcome visitors on behalf of the headteacher
- Assist staff, parents, trustees and other stakeholders with the information and support they need
- Open and respond to mail, escalating to the headteacher where necessary
- Handle all confidential correspondence with discretion
- Support the headteacher to use Microsoft applications (e.g. Word, Excel, Powerpoint)

#### **Additional responsibilities**

#### **Recruitment**

- Volunteer process – ensuring relevant forms & induction processes are completed
- On-boarding checklist to manage
  - OH referrals
  - Contract letters
  - SOPs
- Staff processes
  - Advertising - draft and place advertisements, using press and other publications, school website, E-Teach and utilising other media tools.
  - Safer-recruitment
  - Interview process
  - Contact during process/visits
  - Reference requests - to raise requests for references, DBS and medical clearance, and monitor the outcome

#### **Safeguarding**

- SCR oversight & management - Administration, maintenance, management and oversight of the Single Central Record

**SMT**

- Wider administration support to team
- Meetings: agendas, minutes and contribution.

**Processes**

- Complaints/concerns and Grievances – relating to parents & staff

**Digital**

- Headteacher calendar – update & keep free of clashes
- SWAY newsletter creation & management of content
- Bulletins and briefings – create bulletins & relevant staff notices to ensure information is distributed to staff body
- Information screens updates
- Website – ensuring information is up to date and correct, to comply with Ofsted requirements

**Administration:**

- Respond to appropriate requests for information from Trustees or external agencies
- Maintain accurate records in efficient files and online systems
- Complete desktop research for the headteacher, if appropriate - analysing findings and providing summaries for the headteacher

**Written communication:**

- Interpret headteacher's comments into draft written correspondence to be sent to relevant stakeholders
- Develop written communication that's professional and upholds the school's vision and values
- Proof-read outgoing communication to ensure it's of the highest standard