

Wollaston School



PA to HEAD OF SCHOOL

Job Description
2026



WOLLASTON SCHOOL

PA TO HEAD OF SCHOOL JOB DESCRIPTION

NAME OF POST HOLDER:

Job Title:	PA to Head of School
Hours:	37 hours per week, Monday to Friday 52 weeks per year SALARY: NJC Grade H, points 14 to 20 £29,540.00 to £32,597.00 (dependant on experience).
Reports to:	Head of School
DBS Disclosure Level:	Enhanced

Job Purpose:

To provide comprehensive and effective administration support to the Head of School and general operational support within the many diverse functions of managing a successful secondary school.

Key Responsibilities:

- Act as Personal Assistant to the Head of School, undertaking a broad range of advanced tasks that require discretion, diplomacy, initiative and an understanding across the whole of the school and bringing to the attention of the Headteacher matters that potentially require action.
- Provide a confidential, comprehensive administration service to the Senior Leaders, ensuring that all clerical and secretarial systems are maintained and function effectively.
- Manage and co-ordinate the Head of School's diary effectively, making travel arrangements, booking appointments, organising meetings and refreshments, assisting in prioritising tasks enabling the Senior Leaders to fulfil their duties efficiently and effectively.
- To remain conversant with the Head of School's workload on an ongoing basis, whilst actively supporting them in discharging day-to-day school matters and queries. This will involve undertaking roles and tasks (with minimal supervision) that

require an in-depth understanding of methods, systems and processes over a range of procedures. You will act as a trouble-shooter for referred problems.

- Working independently but as directed by the Head of School, to take responsibility for the preparation and compilation of formal correspondence, reports, emails, mail merges, spreadsheets, databases and presentations (using the full suite of Microsoft Office or other such software packages). Additionally, to undertake detailed analysis and evaluation of data, drafting detailed reports/information as required on behalf of the Senior Leaders, to support the planning and development of school performance.
- To format school / Head of School communications in line with the school / trust branding, adding attention to detail and provide thorough proof reading.
- To work alongside the Head of School in creating and formatting reports and documents for internal use and external audiences.
- To provide flexible and full administrative support to the Senior Leadership Team weekly meetings, before and after school, for which hours will be agreed in advance. Specifically agreeing and distributing the agenda and taking notes/minutes to distribute to all members of the Senior Leadership team.
- Attend meetings as directed by Senior Leaders to provide full administrative support – specifically arranging and distributing the agenda and taking minutes to distribute to attendees.
- Provide occasional support and scheduling of work of the wider Senior Leadership team.
- Coordinate school events on behalf of the Head of School e.g., photos.
- Work closely with the Chair and Clerk of the Local Governing Body (LGB) to assist with collation of documentation for LGB Board meetings.
- Work closely with Leaders of the Nene Valley Partnership Multi-Academy Trust (MAT) and provide administrative support where required.
- Line management of the wider administration team to include Reception, Telephonists, Reprographics.
- Provide support and cover for operational areas when required i.e., pupil admissions, reception etc.
- Maintain the front of house environment, including Reception, SLT, Reprographics, meeting rooms ensuring all areas are clean, well maintained and serviced.
- Ensuring social media is updated regularly with the school events and updates – including all screens around the school sites.
- Website maintenance – ensuring that all updates are included on school website as point above but also including policy revisions & form updates.
- Marketing – ensuring branding and marketing items are cohesive, photo opportunities attended and publicised to wider school community and stakeholders.

General Responsibilities:

- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policies at all times.
- To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school.

- To be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities. Act in a courteous way at all times in communications with both colleagues and other school stakeholders.
- To support and contribute to the school's commitment to achieving great outcomes for every student, enabling children to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being.
- To contribute to whole School events (i.e., Open Days & Award evenings) as and when required.
- To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support school development.
- To carry out any other reasonable duties or requests of your Line Manager, which are in keeping with this post or as may be determined from time to time by the Headteacher or the Leadership Team.
- To carry out duties in line with the MAT ethos of 'Excellence in Education'.

Signatures

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed

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PA to Headteacher

Signed

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Head of School

Dated

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Dated

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Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed.

Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.



Person specification for PA to Head of School

Assessment criteria	Essential	Desirable	Evidence: Application Interview Reference
Skills & Experience			
Excellent written and verbal communication skills	*		A / I / R
Strong interpersonal and relationship building skills	*		A / I
The ability to remain calm under pressure	*		A / I / R
Strong IT skills, including the use of MS Office packages	*		A / I / R
GCSEs Grade A-C (or equivalent) in English & Maths or relevant equivalent experience		*	A
Ability to lead / inspire other colleagues	*		A / I / R
Ability to create and maintain a positive working environment	*		I / R
Confidence and competence in working within a school environment	*		A / I
Experiences of working to multiple deadlines	*		A / R
Experience of accurately taking meeting minutes	*		A / R
Ability to deal with children and adults alike with tact, discretion and sensitivity	*		A / I / R
Effective team player and team leader	*		I / R
Sets personal high standards and helps others to do the same	*		R
Keen eye for attention to detail	*		A / I / R