**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title** | Personal Assistant to the Headteacher (Headteacher’s PA) |
| **Reports to** | Headteacher |
| **Liaison with** | Teaching staff, Support staff, SLT, Headteacher, students and parents. |
| **Job Purpose** | The Personal Assistant to the Headteacher plays a pivotal role in enabling the Headteacher to operate at a strategic level. This high-trust role demands exceptional organisational, interpersonal, and communication skills. The PA is responsible for managing complex scheduling, facilitating seamless communication, coordinating key school events, and representing the Headteacher in a range of interactions with internal and external stakeholders. |
| **Core Duties & Responsibilities** | **Executive and Strategic Support*** Provide comprehensive secretarial and executive assistance to the Headteacher and Senior Leadership Team (SLT) as required.
* Manage the Headteacher’s complex calendar, including prioritisation of meetings, coordination of schedules, and strategic diary planning.
* Prepare briefing notes, background information, and conduct research to support informed decision-making.
* Lead or coordinate key projects and initiatives on behalf of the Headteacher.
* Track and follow up on actions from meetings, ensuring deadlines and priorities are met.
* Process personal expense claims and school-related financial documentation efficiently.

**Project Management*** Plan, organise, and oversee specific projects as directed by the Headteacher, ensuring alignment with the school's strategic objectives.
* Develop project timelines, coordinate resources, and monitor progress to ensure timely completion.
* Liaise with internal and external stakeholders to facilitate project execution and address any issues that arise.
* Provide regular updates to the Headteacher on project status, including any risks or deviations from the plan.

**School Development Plan (SDP) and SEF Analysis*** Assist in the monitoring and analysis of the School Development Plan priorities and waypoints.
* Collect and analyse data related to SDP objectives, providing insights to inform decision-making.
* Prepare reports summarising progress towards SDP goals, highlighting areas of success and those requiring attention.
* Coordinate meetings and documentation related to SDP reviews and updates.

**Communication and Correspondence*** Act as the first point of contact for the Headteacher, filtering and prioritising communication from staff, students, parents/carers, governors, and external partners.
* Draft, proofread, and format high-quality correspondence and documentation.
* Monitor and manage the Headteacher’s inbox, flagging urgent matters and drafting responses where appropriate.
* Liaise with external organisations, school network partners, and local authorities on behalf of the Headteacher.
* Ensure sensitive and confidential information is handled with the highest levels of discretion and data protection compliance.

**Meeting and Event Management*** Organise and minute key meetings, including SLT, complaints, exam reviews, disciplinary and restorative meetings, BAP meetings, and Headteachers’ network groups.
* Ensure agendas are prepared and distributed in advance, and actions are followed up.
* Organise internal and external events, including assemblies, open evenings/mornings, end-of-term staff events, and stakeholder receptions as needed and in coordination with others.
* Coordinate room bookings, hospitality, and logistics for meetings and visitors.

**Governance Support*** Liaise with the Clerk to Governors and HR for onboarding of new governors.
* Coordinate meetings between governors and the Headteacher, and support governor communication.

**Public Relations, Media, and Marketing*** Produce and distribute the Headteachers blog, updated newsletters and website presence with the Marketing Manager.

**HR and Recruitment Duties*** Support recruitment administration from a HTs perspective as needed by the HR team.

**Operational & Administrative Tasks*** Maintain and organise Headteacher files, both physical and digital.
* Support results day logistics in August for GCSE and A-Level.
* Monitor the info@ email inbox during school closures and holidays.
* Communicate urgent closures or events via social media, website, and WhatsApp to staff and families.
* Liaise with Catering team and prepare hospitality for meetings as needed
* Act as “front of house” for Open Evenings and key events, providing a professional welcome to all visitors as needed.
 |
| **General** | * To be committed to safeguarding and promoting the welfare of young children and young people in line with the Governing Body’s expectations of all staff and volunteers
* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
* To ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy
* To respect confidentiality at all times
* To be familiar with the school’s policies, procedures and working practices and adhere to them as appropriate
* To undertake any training and development commensurate with the post
* To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.***The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.*** |

Post Holder signature .................................................................... Date ………………………………….……………..

Post Holder name (in capitals)………………………………………………. Date………………………………………………….

Headteacher signature ................................................................. Date …………………………………………………

*Please return a signed copy of your job description to the Headteacher for retaining in your personal file*.