



Job Description & Person Specification

Headteacher's PA

Contract: 30-37 hours per week, term time only plus 1-2 weeks (actual hours and working pattern to be discussed at interview)

Hours of work: to be discussed at interview; there will be rare times where the postholder is required to work hours in addition to these.

Pay scale: Salary: RET Band 3a (scale point 11-17 - £25,979 - £28,770 per annum, depending on experience); Actual salary dependent upon hours agreed.

Accountabilities

Reports to: School Business Manager

Direct reports: None

Member of: Operations team

Core purpose

To work with the School Business Manager to provide support to the Headteacher and Senior Leadership Team (SLT), and HR department, ensuring the efficient and effective running of daily business and delegated areas of wider school functions. To be responsible for daily staff absence recording and reporting, and support with administering the recruitment and selection processes for staff. The postholder will be organized, able to multitask and have a 'can do' attitude approach to work. They will be required to maintain complete confidentiality in all aspects of their role, to work independently and as part of a team.

Specific responsibilities

Correspondence and communications

- To act as the first point of contact for communications or visitors to the Headteacher/SLT; screening or diverting calls/queries as appropriate and ensuring that in person visitors are welcomed appropriately.
- To manage electronic and hard copy correspondence for the Headteacher/SLT, including the head@ email account, delegating messages and matters as appropriate.
- To disseminate any notices or memos to staff on the behalf of Headteacher.
- To prepare materials for internal and external purposes, school prospectus, press releases; ensuring a high standard of written communication and that communications are 'in tone' with the school's guidelines.
- To draft communications for the Headteacher/SLT, as required.
- To act as 'quality control' in respect of all letters and documents for parent/carer or other stakeholder consumption, proof reading and authorising correspondence on the behalf of the Headteacher/SLT.

Administrative support

- To provide confidential clerical and administrative support to the Headteacher/SLT, encompassing all areas of the school including supporting with collating the SEF, SDP, governors' reports, performance and exam reports, meeting agendas.
- To be involved in the management of the school's website.
- To maintain digital and hard copy filing systems for SLT matters.
- To maintain digital records of complaints and feedback from parents/carers and other stakeholders, including resulting actions.

Calendar management

- To maintain the Headteacher's calendar and arrange appointments as appropriate, including coordinating meetings with a large number of participants, ensuring reservations, hospitality and rooming needs are taken care of.
- To liaise with the Headteacher on a daily basis regarding events of the day and follow up resultant actions.
- To keep the Headteacher informed at all times about the calendar commitments and deadlines for the completion of work.

HR / Recruitment

- To be responsible for daily staff absence recording and reporting, analysing data and creating reports for the Headteacher/SLT.
- To work with the School Business Manager in the management of the recruitment process including requesting references and coordinating management of interview days.
- To support in correspondence with new staff, ensuring joiners have completed all pre-recruitment checks and received induction information.
- To work with designated colleagues in the planning, resourcing and realisation of staff induction days.
- To support in the monitoring of personnel data, including collating data for absence monitoring, induction feedback and exit questionnaires.

Trust and governor support

- To take minutes at governing body meetings (n.b. out of usual school hours - commensurate TOIL to be provided).
- To ensure that the Headteacher is properly briefed and has the relevant documentation prior to Trust or governor meetings or visits.
- To input all Trust or governor meeting or visit dates into the Headteacher's calendar in a timely manner.
- To arrange school visits by members of the Trust or governors and plan the agenda for the day, including rooming and resourcing.
- To coordinate with Trust colleagues, governors and other parties to ensure any visits are planned, communicated and appropriately resourced.
- To work with colleagues across the Trust to ensure that information requests are handled in a timely manner and statutory and compliance records are current (e.g. GIAS).

Events management

- To work with designated members of SLT to plan and co-ordinate whole school events (e.g. Parent Evenings, Open Events, Induction days), managing complex range of tasks through time and action planning).
- To monitor and report on feedback from events, suggesting improvements or alterations as appropriate.

General responsibilities (all staff):

- To perform duties and attend meetings as reasonably required.
- To participate in the School's performance management scheme.
- To undergo in-service training where required.
- To contribute to the school's pastoral system.
- To observe and implement current school policies and good practice.
- To carry out such particular duties as the Headteacher may reasonably direct from time to time.

Person Specification

Experience

- Experience working in a school setting - Desirable
- Experience handling confidential information - Essential
- Experience prioritising own work load and meeting tight deadlines- Essential
- Experience providing PA support to a senior leader - Highly desirable
- Experience managing a busy and diverse team - Highly desirable

Professional knowledge

- GCSE or equivalent (NVQ level 2) passes in English and mathematics- Essential
- Excellent written English and spoken communication skills- Essential
- Excellent numerical skills- Essential
- Knowledge of school safeguarding and reporting requirements - Highly desirable
- Knowledge of BromCom, data protection and data management principles - Highly desirable
- Relevant degree or professional qualification - Desirable

Skills and Attributes

- Ability to manage own time effectively
- Ability to maintain confidentiality and show good judgement with little oversight
- Ability to adhere to working procedures and policies within the school environment
- Ability to operate as part of a team or individually as required
- Ability to relate well to children and adults
- Good communication skills
- Excellent ICT skills including word, excel and powerpoint
- Patient, flexible and adaptable, meticulous and conscientious
- Self-starter with initiative and drive.
- Personal energy, drive and resilience with a desire to make a difference.
- Willing and able to uphold the school's Christian ethos and values