



Job Description – PA to the Headteacher

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| Post | PA to the Headteacher |
| Grade | Kent Range 8 |
| Responsible to | Headteacher |
| Responsible for | As explained on job description |
| Working hours | 37 hours per week |

Job Description

PA to the Headteacher

JOB PURPOSE:

- The PA will act as the Headteacher's first point of contact with people from both inside and outside the school. They will provide an essential link between the Headteacher and staff and make decisions as to the best point of contact for those wishing to meet or speak with the Headteacher.
- The PA will also, where possible and appropriate, support the rest of the leadership team, sourcing administrative support where needed.
- Will line manage the school receptionists and co-ordinate effective systems and procedures.
- Advise on compliance with legislation and guidance, for example, DFE, data protection, Freedom of Information Act, school governance.
- Support and encourage the school's ethos and its objectives, policies and procedures.

Leadership & Management

- Responsible for the management of systems to ensure the smooth running of the school, including assisting in the delivery of a quality service.
- Foster a service orientated, 'can do', approach and a culture of support, ensuring that there are mutually supportive working relationships between academic and support staff.
- Have an overview of the school calendar and work proactively to ensure support and arrangements are in place for forthcoming events.
- Take the lead in ensuring that academy policies and strategies are reflected in all areas for which they have responsibility.

Communication and Administrative Services

- Plan and manage the Headteacher's diary ensuring effective use is made of the Headteacher's time.
- Deal proactively with all incoming and outgoing correspondence to and from the Headteacher's office.
- Ensure that visitors and callers to the Headteacher's office receive an efficient, professional, approachable and welcoming service in line with the ethos of the school.
- Receive the Headteacher's incoming telephone calls and other messages. Respond on behalf of the Headteacher to routine enquiries and ensure that confidential and sensitive issues are dealt with in an appropriate manner.
- Prepare and process documents, reports and presentation materials.

- Plan and organise internal and external meetings/interviews ensuring the appropriate information, facilities and refreshments are provided and making travel arrangements if necessary.
- Ensure that the Headteacher is briefed in advance for all meetings with relevant correspondence and documentation emailed, printed and presented in a professional format.
- Prepare agendas, take notes at, prepare and distribute minutes of meetings swiftly.
- Liaise with the Local Authority regarding pupil exclusions; arrange Disciplinary Committee and Appeals meetings.
- Maintain the School Policy Register ensuring that policies are reviewed in a timely manner ahead of Trustees meetings.
- Proof read policies before submission to Trustees for ratification.
- Provide a complete administrative and secretarial support service to the Headteacher and members of the Senior Leadership Team including typing confidential, sensitive documents and taking dictation.
- Assist the Senior Leadership Team across a range of school issues.

Marketing and External Links, including Public Occasions

- Manage the positive promotion and marketing of the school in their capacity as PA and in collaboration with the Headteacher and member of staff responsible for PR and Marketing.
- To support the organisation of events, such as Open Evening, presentation evenings, parents evenings etc. to ensure that they run smoothly and efficiently; analyse and evaluate events and report back to SLT.
- To liaise with the Parents' Association on behalf of the Headteacher, assist them in the organisation of their meetings, attend their meetings and assist with the dissemination of minutes.

Training and Development of Self and Others

- Regularly review their own practice, set personal development targets and take responsibility for their own continuous professional development.
- Carry out Appraisal and Performance Management for relevant colleagues highlighting any training needs or concerns.
- Ensure that training needs for staff for which responsible are identified, appropriately met and that staff are active in their own personal and work-related development.

Personnel/HR

- Line Manage the reception staff
- Assist with whole school safer recruitment procedures.
- Work with the HR officer to organise recruitment and advertising of vacancies within the school as directed by the Headteacher and School Business Manager, ensuring compliance with the Safer Recruitment Policy and obtaining appropriate DBS checks.
- Maintain and update the school's Single Central Record in accordance with Ofsted requirements for safeguarding and ensure appropriate DBS checks are obtained.
- Assist the Clerk to Trustees/ Trust Board, including preparing for trustee meetings and distributing papers when necessary.

General Requirements

All staff are expected to:

- Work towards and support the academy vision and current objectives outlined in the School Improvement Plan.
- Support and contribute to the school's responsibility for safeguarding students.

- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the Trust Board's Single Equalities Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers and colleagues.
- Adhere to all policies and circulars.
- To undertake any other duties commensurate with the grading of the post as directed by the Headteacher.



HEADTEACHER'S PERSONAL ASSISTANT (PA) PERSON SPECIFICATION

| Essential | Desirable | Evidence |
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| Qualifications and experience: | | |
| <ul style="list-style-type: none"> • Educated to at least GCSE grade C standard or equivalent in English and Mathematics. • Experience of working in a busy office/work environment. • Proven experience in a PA (or similar) role. • Experience of organising meetings, accurate record taking and filing systems. • Experience in the line management of staff. | <ul style="list-style-type: none"> • Further or higher education qualification/s in relevant field. • Experience of working in a school or similar establishment in the role of a PA. • Experience of staff recruitment, selection and training. • First aid qualification or willingness to gain one. | <ul style="list-style-type: none"> Application form Letter of application References Interviews Certificate/s <i>(to be available at interview)</i> |
| Knowledge and skills: | | |
| <ul style="list-style-type: none"> • Knowledge and understanding of safer recruitment in schools. • Ability to build and form good relationships with students, staff and other professionals. • Able to lead, develop and motivate a team of staff, delegating duties as required. • Ability to work constructively as part of a team. | <ul style="list-style-type: none"> • Experience of safer recruitment requirements in schools. • Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as school governance, Freedom of Information Act. • Working knowledge of SIMS software package. | <ul style="list-style-type: none"> Application form Letter of application References Interviews |

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| <ul style="list-style-type: none"> • Excellent organisational, verbal and written communication skills appropriate to the need to communicate effectively with stakeholders. • Good standard of numeracy and literacy skills. • Ability to absorb and understand a wide range of information. • Ability to manage and deal with confidential data / issues appropriately. • Ability to proficiently use office computer and information management software including word-processing, spreadsheet, database and internet systems. | <ul style="list-style-type: none"> • Working knowledge of website management or willingness to undertake training. | |
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Personal Qualities:

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| <ul style="list-style-type: none"> • Ability to show initiative, prioritise one's own work and that of others even when under pressure. • Able to follow direction and work in collaboration with the Headteacher. • Able to work flexibly to support others and respond to unplanned situations. • Able to attend evening meetings as required. • Desire to develop skills and knowledge through CPD. • Commitment to the highest standards of safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. | | <p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interview</p> |
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