



Job Description

Post: **Personal Assistant to Headteacher**

Responsible to: Headteacher

Purpose of the Job:

To provide administrative and organisational support to the Headteacher and senior leadership team to assist in the smooth operation of the school.

Key duties and responsibilities:

PA Duties:-

1. Act as a first point of contact within the school for staff, governors, LA officers, parents and others seeking contact with the Headteacher / SLT – ensuing visitors / callers receive a professional welcome.
2. To manage phone calls for the Headteacher / SLT – screening calls, resolving issues with sensitivity and confidence, using initiative as required and referring on as necessary.
3. To open and review any written / electronic correspondence / letters for the Headteacher / SLT and draft responses as directed.
4. To manage Headteacher's / SLT's diary - arranging appointments as appropriate.
5. To provide clerical and administrative support to the Headteacher / SLT, including drafting papers / reports / presentations, research and collating information, filing, photocopying and organising vacancy adverts and interviews.
6. To organise and support meetings, preparing agendas and minutes as required. If required ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.
7. To support the Headteacher / SLT in the planning and coordination of special events – parents evening / school fair etc.
8. Assist the Headteacher / SLT in the drafting and preparation of home school correspondence and school publications – eg prospectus / handbook / newsletter / posters and leaflets.
9. To set up, review and monitor systems of work to support the Headteacher / SLT in the efficient coordination of workload and prioritisation of tasks.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

10. To handle all sensitive and confidential matters with discretion.
11. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
12. Ensure that you keep up-to-date with the school's Health & Safety Policy and check:
 - You have read and fully cooperate with this policy.
 - You take reasonable care of your own health and safety and that of others who may be affected by your actions.
 - You cooperate with your employer on health and safety matters.
 - You do not interfere with anything provided to safeguard your health and safety or that of others.
 - You report practices, equipment or physical conditions that may be hazardous to your line manager and/or the appropriate member of staff.
 - Be aware that you have a duty to report all health and safety concerns to the Headteacher and/or your line manager.
13. Organise supply when needed and take absence calls from staff each morning.
14. Attend staff briefing daily and update all staff with minutes via email daily.
15. Liaise with Governing Body and Trust when required.
16. Liaise with PTA regarding events etc.

Data Duties:

1. To maintain and update Arbor and other assessment records to ensure that all assessment data held on pupils is accurate and complete.
2. To be responsible for the day to day operations of Arbor database, including maintenance, system updates and back-ups.
3. To ensure that assessment data relating to new pupils is complete, accurate and imported onto school systems – liaising with feeder schools where required. To ensure that assessment data for school leavers is shared with destination schools as required.
4. To provide base data for the Local Authority, Dfe and other agencies, completing the school census and other statistical returns.
5. To identify improvements that can be made to data recording systems and/or processes and implement as required.

Admission Duties:

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

1. Undertake all administrative tasks associated with admissions – liaising with the Headteacher to ensure they are kept appropriately informed of the progress of admissions applications.

2. To act as the initial point of contact for all admissions enquiries providing routine information regarding the admissions process to parents / carers and policies referring more complex enquires to the Headteacher.

5. To maintain waiting list for school places and apply the criteria for admissions in accordance with school policy.

6. To issue routine correspondence / offer letters / information packs to parents regarding admissions in accordance with school procedure.

6. To arrange admissions meetings for new parents with Headteacher or class teacher.

7. To create and maintain accurate pupil records and school roll information on SIMS – including preparing registers, form lists, emergency contact lists.

8. To liaise with feeder schools to obtain information relating to new pupils, sharing information relating to new pupils with staff and other agencies as required.

9. To liaise with destination schools regarding the appropriate handover of information to the new school.

10. To support the Headteacher in preparing for open evenings / new parents meetings.

11. To assist the Headteacher in preparing information packs / prospectus.

12. To undertake routine liaison with KCC Admissions Team, Fair Access Team, other schools regarding admissions and leavers.

13. To collate admissions data producing routine reports and prepare statistical returns regarding admissions.

Individuals in this role may also undertake some or all of the following:

1. Assist with funding/grant submissions
2. Manage stocks of supplies and consumables

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3. Maximise funding for the school through identifying income streams (e.g. Extended Services partnerships).