**JOB DESCRIPTION**

| Job Title: | **PA to the Headteacher/Personnel Officer** |
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| Responsible to: | Headteacher |
| Grade: | Kent Scheme 7 (£23,378-£26,466) |
| Hours: | 37 hours per week full time (8:00-16:00 Monday-Thursday, 8:00-3:30 Friday) |

| **Job Purpose**  1. The key aspects of the Head’s PA role are to:   * Act as a first point of contact and ‘gatekeeper’ within the school for staff, parents, pupils, governors and others seeking contact with the Headteacher * Provide an efficient, professional, responsive and confidential secretarial and administrative service, including the handling of sensitive and confidential issues on a daily basis * Maintain the Headteacher’s diary (physical and online) and assist in organising their administrative workload * Prepare letters, papers and other school documentation, ensuring a high standard of quality and accuracy in all documents and information provided * Communicate and liaise with parents, the local community and outside agencies e.g. Local Authority, Ofsted, DfE, Education Funding Agency, etc, as directed.   2. Personnel, to include:   * Recruitment * Pre-employment checks * Single Central Record using CPOMS StaffSafe * DBS checks and overseas criminal checks * Safeguarding record keeping * Staff records/references * Liaison with supply agencies * Liaison with the school’s personnel provider * ID card administration * Security gate safeguarding |
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| 3. Manage and accurately process the School Workforce Census return throughout the year, enabling accurate analysis to be derived for the school. Ensure the staff database is accurately maintained; manage the provision of information as required. Ensure that all information required for Statutory School Returns is accurate and current, fully meeting all requirements.  4. Cover administration, working daily with Deputy Headteacher. Population of absence into SIMS, publishing of cover registers, liaison with supply agencies, monitoring of staff cover periods. |
| **Key Responsibilities/Accountabilities** |
| **PA to Headteacher**   1. Act as a first point of contact within the school for staff, parents, students, governors and others seeking contact with the Headteacher 2. Manage the flow of contact to the Headteacher, filtering communications and exercising judgement with regard to the degree of urgency and with high standards of tact and diplomacy 3. Provide an efficient, professional, responsive and confidential secretarial and administrative service. This includes the handling of highly sensitive and confidential issues on a daily basis, dealing with staff, parents, governors and other external bodies 4. Manage the general admin@twggs.kent.sch.uk email address, where possible responding directly to enquiries, but also directing mail to other relevant staff within the school 5. Maintain the Headteacher’s diary, arranging appointments as appropriate, and ensuring that they are adequately briefed on matters to be discussed 6. Arrange meetings and when required, take notes/minutes and follow up actions as appropriate 7. Assist the Headteacher in organising their administrative workload recommending prioritisation as appropriate 8. Assemble and prepare papers required by the Headteacher to attend meetings, undertake research and interpret legislation, collate internal and external data, prepare reports, or reply to requests for information, ensuring a high standard of quality and accuracy in all documents and information provided 9. Deal with and prioritise the Headteacher’s incoming post and telephone calls 10. After discussion, draft, as appropriate, outgoing correspondence and school documents that are the direct responsibility of the Headteacher 11. Maintain a file of all school policies, advising the Headteacher or other senior staff when they are due for review and/or are due to be updated due to changes in legislation/guidance. 12. Liaise with other members of the Senior Leadership Team as required concerning priorities, deadlines, policies and procedures 13. Undertake administrative duties for the Senior Leadership Team 14. Ensure the maintenance of clear and effective filing, records and other systems and to keep them updated 15. Support the Headteacher and other senior leaders in the organisation and detailed planning of special and regular calendarised events, such as awards afternoons, Speech Day and parent teacher consultations. Attend key events as required 16. Participate in school emergencies as required, including co-ordinating arrangements, locating pupils and staff, providing contact details and completing necessary documentation. 17. Undertake appropriate administration and readmission meeting arrangements for pupil exclusions 18. Communicate and liaise with parents, the local community, the press and outside agencies, e.g. Local Authority, Ofsted, Department for Education, Education Funding Agency, etc, on behalf of the Headteacher as directed 19. Produce the School Record annually   **Personnel -**   1. **Recruitment** –  * Draw up and place advertisements in line with school staffing needs. * Devise job details, liaising with SLT/Curriculum Leader. * Seek references as required, including supplementary references for successful candidates * Organisation of interview process from start to finish. * Follow up appointment process post-interview. * Carry out pre-employment checks * Ensure new members of support staff have an appropriate and effective induction, identifying training needs and ensuring these are met where possible.  1. **Single Central Record -**  * Accountability for the School Single Central Record, ensuring all current members of staff are logged accurately and fully having absolute compliance with all legal requirements. * Constantly review, monitor and revise all information with particular regard to changes in staff circumstances and Child Protection training. * Liaise with the Safeguarding Governor  1. **DBS –**  * Accountability for ensuring that all those persons involved with the pupils of the school are fully DBS checked: teachers, support staff, peripatetic music teachers, governors, regular visitors, volunteers, Combined Cadet Force staff, PTA members, sports coaches. * Implementation of the DBS process, close critical scrutiny of all documentation presented to the school; decision making as to the validity and robustness of evidence provided; HMG Level 2 external validation checks. * Responsibility to ensure that no-one is able to have unsupervised access to pupils without DBS clearance. * Training, supervision and monitoring of other staff eligible to undertake DBS checks.  1. **Child Protection** –  * Responsibility for ensuring that all teachers, support staff, peripatetic music teachers, governors, regular visitors and volunteers are Child Protection trained and that this is updated in accordance with regulations.  1. **Illegal Working –**  * Duty to carry out full documentation checks with regard to the Right to Work in the UK in accordance with UK Border Agency requirements.  1. **Staff Records –**  * Manage all School Personnel Records, electronic and paper, with responsibility for ensuring sensitivity, confidentiality and discretion are maintained at all times. * Maintain job descriptions for teaching and support staff in consultation with the Headteacher and Bursar * Accountability for the School Workforce Census. * Ensure all confidential staff contracts and salary details are accurately recorded; to include import of annual pay scales, FTE information and annual pay increments. * Ensuring the staff database is accurately maintained and kept up to date in order that accurate and timely reports can be produced * Co-ordinating and managing accuracy for Staff Workforce statutory return, inputting and extracting data as necessary to ensure the relevant returns are appropriately completed. * Manipulating data/extracting lists and timetables for staffing requirements. * Maintain archive files for former staff * Issue data collection sheets to all staff, updating information, along with Privacy Notice annually  1. **Schools Personnel Service** –  * Professional liaison with Cantium with regard to recruitment, personnel queries, policy matters, staff contracts and individual complex issues on behalf of the Headteacher and taking appropriate action as a consequence  1. **Line Management and Appraisal** of a member of support staff 2. **Staff and pupil planners-** administration of changes, additions, ordering and distribution 3. Preparation, collating and distribution of all information and lists required for staff to begin the new academic year fully informed; allocation of staff planners, pigeon holes, etc for new academic year; staff leaver and joiner information, internal staff extension numbers.   **Cover**  Arrange staff cover daily, including room changes, and internal examinations   1. Determine fairly which staff will cover lessons, using SIMS, ensuring all relevant people are informed 2. Update electronic personnel records on SIMS, with training courses attended and to log staff absences. 3. Arrange for room changes as required 4. For internal examinations, set up the cover and “walkie talkie” rotas; organise room changes and invigilation (if internal); arrange lesson suspension, registration rooms and study rooms; and distribute timetables. |
| **Experience/ Skills Requirement** The role requires someone who pays meticulous attention to detail, has energy, enthusiasm, a calm manner and the ability to prioritise. They will be approachable, have strong people skills and a ‘can do’ attitude. PA experience at a senior management level would be preferable. The PA to the Headteacher will be required to act on his/her own initiative, using careful judgement, tact and diplomacy. The role involves access to a wide range of confidential information about pupils and staff, and absolute discretion is essential. |
| * Expert in SIMS, SIMS.net, and MS Word, Access and Excel, or prepared and able to undergo training * High level of literacy skills, preferably to A Level standard. * Able to work independently, proactively and offer solutions at a higher level * Excellent decision-making and judgement skills, often in difficult and sensitive situations * Excellent people skills, being able to respond appropriately to diverse and sometimes challenging external communications * Capacity to respond calmly and sensitively under pressure, meeting demanding deadlines * Ability to prioritise and work as a team player * High level of communication skills |
| | **Other Responsibilities** | | --- | | 1. Undertake duties as specified in school policies and procedures 2. Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for pupils 3. Participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development 4. To provide cover for others within the administration team in the event of absence as directed by the Headteacher or Bursar. 5. Any other reasonable ad hoc duties (appropriate to role) requested by the Headteacher 6. To ensure school equipment and records are appropriately stored and secured 7. Completing all work to a good standard, and ensuring the role is carried out in a professional manner appropriate to a school context | |
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