



Job Description

Job title:	PA to Headteacher / Office Manager
Salary:	FST Scheme 9
Responsible to:	Headteacher

1. Main purpose of job

To act as a Personal Assistant (PA) to the Headteacher and line manage the Admin Team in the main office and Reception.

2. Key Accountabilities

- Act as confidential PA providing secretarial support to the Headteacher.
- Office Manager – to ensure the effective operation of the school reception and main office.
- Be responsible and accountable for line managing all administration staff in the main office and reception and conduct performance management.
- Be responsible for confidential administration relating to all aspects of the Headteachers work including; management of calendar and booking of appointments, correspondence, administration related to performance management and Ofsted, filing systems and records, room bookings, Headteacher reports.
- Communications – reviewing draft letters from staff and ensuring consistency of presentation.
- Supporting Behaviour Protocols – processing exclusions. Logging exclusion information on SIMS and Local Authority digital front door.
- Applications for panned absences – logging of absences and emailing confirmation to staff members.
- Receive and process enquiries for the Headteacher.
- Ensure that general clerical support is provided for members of the Academy Leadership Team (ALT) as required.
- Compilation and circulation of weekly bulletin to staff.
- Receive visitors to the Headteacher and arrange hospitality for meetings and events/functions throughout the year.
- You will be expected to attend meetings when required (e.g. Academy Leadership Team meetings).
- Support for Admissions / Transition – provide support for Admissions Officer and respond to queries in her absence. As well as provide guidance to parents.
- Liaise with all staff based at the Academy as appropriate.
- Take notes of staff briefings and any other ad-hoc meetings as required.
- Ensure the Headteacher is briefed for all meetings with relevant correspondence, documents and presentations.
- Liaison with parents, governors, trustees, staff, students, general public, unions, government departments, local authority and VIP visitors to the Academy.



- Support the Headteacher in liaising with HR in any issues about staffing. Supporting HR during interview processes and ensuring information packs are prepared for relevant staff.
- Develop and maintain constructive and positive working relationships with parents, carers and professionals
- Undertake other reasonable duties that are consistent with both the job title and description.

The duties above are either exclusive not exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

3. Person Specification

Essential Criteria

- Excellent communication skills, both written and verbal
- Computer literate with all Microsoft Office programmes to an advanced level (Word, Excel, PowerPoint, Outlook)
- Ability to multitask and to work under pressure and to deadlines
- Ability to work as part of a team
- Pro-active with the ability to work on own initiative and prioritise workload
- Experience in senior administrative environment
- Previous experience of minute taking skills is essential
- Experience of managing staff

Desirable Criteria

- Experience of using SIMS database
- Working knowledge of GDPR
- Qualified First aider / Willing to train to be a qualified first aider

Key Tasks

- To manage the Headteacher's diary and to handle all confidential information with discretion
- To use software packages/systems including Microsoft and SIMS to produce documents, maintain presentations, records, spreadsheets and databases
- To devise and maintain efficient office systems and filing records. Maintain and manage email groups on behalf of the school.
- To alert the Headteacher to forthcoming meetings/events, priorities and emerging issues. This includes preparing any necessary documents and travel arrangements.
- To draft, prepare and distribute final documents and correspondence
- To ensure that all letters are responded to within timescales, writing holding letters when appropriate



- To take minutes of meetings, transcribe and publish to the relevant participants, issue agendas, book rooms and refreshments
- To track, record and update appraisal records as required, liaising with colleagues as necessary
- To act as a first point of contact within the school for staff, governors, visitors, parents and others seeking contact with the Headteacher
- To liaise with staff across the school and external contacts as required
- To support the Academy's Leadership Team
- To take telephone messages and respond to emails on behalf of the Headteacher
- To refer urgent issues to the Headteacher, arrange meetings and reply to requests for information
- To meet and greet visitors and provide refreshments when necessary

4. Organisation

- The postholder will be line managed by the Headteacher and will be expected to participate in the performance management process.

Health & Safety Statement

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students.

Safeguarding Statement

Future Schools Trust is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Full Governing Body to ensure the safety of all young persons within its care.