



PA to Headteacher

Post Holders Name: Mrs Liz Steele
Reports to: Headteacher
Location: Victoria Road Primary School
Grade: Kent Range 6

Purpose of the Job:

To manage the administrative and/or finance function within a school.

Key duties and responsibilities:

1. Plan, develop, organise and monitor support systems, and procedures;- such as letters, newsletters, diary dates, photography sessions, and most school events.
2. Provide support, advice and guidance on administrative issues to senior staff, governing body and others, such as Census details and admissions.
3. Liaise with other staff, pupils, parents/carers and external agencies.
4. Develop and maintain recording and information systems, including personnel staff.
5. Undertake analysis and interpretation of data, and produce detailed reports and complex information – census/statutory returns.
6. Operates bespoke school information management systems (SIMS).
7. Responsible for completion and submission of forms, returns etc., including those to outside agencies.
8. Produce, and respond to, correspondence.
9. Organise admissions across the school, including managing waiting lists. Liaise with the Bursar when new pupils are admitted to the school.
10. Oversee staff sickness and complete the SPS monthly spreadsheet
11. Collate the staff pay claims and complete the SPS monthly spreadsheet.
12. Act as the first point of contact within the school for staff, governors, LA officers, parents and others seeking contact with the headteacher, ensuring visitors/callers receive a professional welcome.
13. To manage phone calls for the Headteacher – screening calls, resolving issues with sensitivity and confidence, using initiative as required and referring on as necessary.
14. To open and a review any written/electronic correspondence/letters for the Headteacher and draft responses as directed.
15. To Manage Headteachers electronic diary – arranging appointments as appropriate.
16. To Provide clerical and administrative support to the Headteacher, including drafting papers/reports/presentations, research and collating information, filing, photocopying.
17. To organise and support meetings, preparing agendas and minutes as required. To ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.
18. To support the Headteacher in the planning and co-ordination of special events – parents evening/school fair etc.
19. Assist the Headteacher in the drafting and preparation of home school correspondence and school publications – eg prospectus, handbook, newsletter, posters and leaflets.
20. To set up, review and monitor systems of work to support the Headteacher in the efficient co-ordination of workload and prioritisation of tasks.
21. To handle all sensitive and confidential matters with discretion.

22. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

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

1. Allocate work to administration staff.
2. Assist in the recruitment of all staff, including all the paperwork involved.
3. Contribute to marketing and promotion of the school, including overseeing the administrative side of the school website.
4. Coordinate, purchase, repair and maintenance of furniture and fittings.
5. Responsible for effective operation of payroll system.

Agreed by
Job Holder

Approved by
Headteacher