



STONE LODGE
SCHOOL

Job Description

Job Title: PA to the Headteacher

Salary: Grade 7 (£28,500 - £31,900 FTE)

Hours: 37 hours per week – All year round

Reporting to: Headteacher

Direct Reports: Office Manager

Main Purpose

To provide high-level administrative and secretarial support to the Headteacher, ensuring the efficient management of their diary, correspondence, and meetings. The PA acts as a key point of contact in the Headteacher's absence, manages confidential information, supports recruitment processes, oversees key records such as the Single Central Record, and ensures the smooth communication and organisation across the school.

Duties & Responsibilities:

- Working directly with the Headteacher, providing day to day PA support service.
- Keeping the diary, making arrangements and carrying out general administrative duties in order to free the Headteacher to concentrate on curricular issues.
- Ensuring all relevant paperwork is given to the Headteacher in advance of their meetings and highlighting any forthcoming events etc. which they will be attending.
- Producing reports and documents for various stakeholders as specified by SLT/Exec team.
- Support the organisation and effectiveness of school meetings & visits including preparing papers in a timely manner and taking minutes at meetings if required.
- Deal appropriately with incoming correspondence; ensuring that mail is duly dispatched; urgent matters are promptly referred and dealt with; action and reply to routine correspondence /messages, including complaints.
- Recording pupil suspensions, issuing suspension letters to parents/carers and notifying local authorities.
- Providing monthly reports on staff absences to HR/Payroll and arrange attendance meeting with Line Managers as directed by the Head Teacher.
- Fielding calls, dealing with callers sympathetically and efficiently, and redirecting calls where appropriate.
- Initiating processes in relation to advertising job vacancies; arranging candidate interviews and pre-employment checks.
- Managing the school's Single Central Record and the collation of data for the Workforce census return.
- Attending Leadership Team meetings, recording discussions and action points and following them up to ensure completion.
- Organising and maintaining filing systems
- Managing the Office Manager to ensure that the main school office is runs smoothly and working with the Office Manager to ensure there is cover and dealing with any staffing issues as required.

The duties above are neither exclusive nor 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.

Person Specification

		Essential	Desirable
Knowledge & Experience	Proven experience in a senior administrative or PA role	X	
	Experience of managing diaries, correspondence, and organising meetings	X	
	Experience dealing with confidential and sensitive information	X	
	Experience working in a school or educational setting		X
	Familiarity with school management systems		X
	Experience supporting recruitment and HR processes		X
Qualifications & Experience	Good standard of education (e.g. GCSE English and Maths, or equivalent)	X	
	Excellent literacy, numeracy, and IT skills	X	
	Relevant administrative/secretarial qualifications (e.g. NVQ, RSA, or BTEC)		X
	Training in safeguarding or school administration		X
Skills & Ability	Strong written and verbal communication skills	X	
	Ability to prioritise, multi-task, and work to deadlines	X	
	High proficiency in Microsoft Office and email/calendar systems	X	
	Understanding of safeguarding and data protection policies in schools		X
	Knowledge of school policies and procedures		X
Personal Characteristics	Professional, discreet, and trustworthy	X	
	Calm under pressure and flexible in approach	X	
	Strong interpersonal skills and confident when dealing with a range of stakeholders	X	
	Proactive, well-organised, and detail-oriented	X	

Application process:

Applications will be processed as they arrive, with interviews following shortly after.

We reserve the right to close the application process early.

***As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.
All offers of employment are subject to an Enhanced DBS check.***