



PA TO HEADTEACHER

THE LENHAM SCHOOL

JOB DESCRIPTION	
Job Title	PA to Headteacher
Grade	VIAT 7 £31,801 - £36,289 pa
School / Department	Secondary
Base	The Lenham School
Hours	37 hours per week, all year
Reports to	Headteacher
Accountable to	Headteacher

Job Summary

To provide confidential assistance to the Executive Headteacher and Headteacher and three Deputy Headteachers, including secretarial, administrative, organisational and social media support. The PA will also act as the Clerk to the Local School Board (Governors).

Key Working Relationships

- Executive Headteacher
- Headteacher
- Deputy Headteachers
- Office Manager
- Trust Staff
- Teaching & Support Staff
- Chair of Local School Board
- Parents
- Students

Key Responsibilities

a) Specific Duties for the Headteacher

- Opening and redirecting of Headteacher's post. Drafting replies to incoming post and redirection of documents/e-mails. Ensuring that responses to outgoing correspondence are received within deadlines. Highlight urgent correspondence as appropriate. The image of the 'Office of the Headteacher' must be presented at the highest possible level.
- Preparation of correspondence as directed by Headteacher.
- Responsible for administration of record keeping of complaints and concerns.
- Co-ordination and management of Headteacher's calendar. Booking of appointments for parents/carers, colleagues, Governors, external agencies, etc. This includes the use of Microsoft Teams for virtual meetings.
- Manage hospitality for Headteacher's visitors.
- Handling of telephone enquiries and redirection of calls as appropriate.
- Prepare the Headteacher for meetings by assembling reports and relevant documents.
- Assist with the preparation and organisation of public events.
- Support the Headteacher with branding and the growing social media presence of the school.
- Document meetings (minutes; agendas; action points).
- Assisting with the co-ordination and circulation of documentation for Discipline and Complaints.

- Committee meetings.
- Coordinate the suspensions process. Maintain a log of suspensions and act as key contact to Governors, Local Authority and staff.
- Clerk to Governor Local School Board meetings including preparation of board meeting papers, taking minutes and logging actions ensuring they are followed up. Act as point of contact for Governors to arrange visits to the school and ensure that Governor documentation is kept up to date.
- Responsible for reviewing and updating school policies and procedures.
- To attend leadership briefings to have an awareness of current issues and be the first point of contact for staff, parents, governors and other stakeholders looking to speak with the Headteacher.

b) Specific to minuting

- Attendance and minuting of Section 17 meetings in relation to staff competency/disciplinary procedures. Distribution of minutes and liaison with VIAT Personnel.
- Attendance and minuting of staff and parent meetings as and when required.

c) Recruitment / HR

- Preparation of advertisements for relevant websites.
- Preparation of application information to candidates. Liaison with ICT staff regarding school website and link with Trust as appropriate.
- Monitoring of applications via emails and visits to school.
- Collation of applications and redirection to appropriate Senior Team staff.
- Organising interview programmes.
- Sending letters/emails of invitation for interview to applicants.
- Obtaining references for candidates.
- Liaising with VIAT Human Resources Department regarding offer letters.
- Recording of staff resignations and appointments on staffing grid.
- Upkeep of staff list.
- Amendment of staff job descriptions as directed by Headteacher.
- Work with the Cover Manager to process requests for leave of absence, monitor staff sickness and absence.

d) Data Protection

- Work within the requirements of Data Protection and GDPR at all times

e) Safeguarding

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

f) Equality and Diversity

- The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

To contribute to the good order and running of the school by doing any other task deemed reasonable by the Headteacher and commensurate with the grade.

Statement

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

PERSON SPECIFICATION		
AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Recognised appropriate qualifications. A commitment to continuing personal professional development. 	
Experience	<ul style="list-style-type: none"> Previous experience of working in an office. Multitasking and working flexibly. Experience of working with people. Demonstrable experience of working with systems and procedures. 	<ul style="list-style-type: none"> Experience of using SIMS or similar database. Experience of working in a school.
Knowledge	Knowledge and awareness of current customer service principles and practice.	<ul style="list-style-type: none"> Awareness of and enthusiasm for VIAT education standards.
Skills	<ul style="list-style-type: none"> A good level of computer skills. Familiarity with Microsoft applications including: word, excel, Outlook and have internet skills. Excellent organisational skills and ability to prioritise workload. Excellent interpersonal and communication skills, in person, telephone and written. Ability to work independently and as part of a team. Excellent Customer Service Skills, with the ability to use discretion, patience, tact and respect for confidentiality. 	
Attributes	<ul style="list-style-type: none"> The ability to communicate effectively with a wide range of people, including children, staff, parents, governors & external agencies and maintain full confidentiality at all times. Flexibility, initiative and the ability to maintain a positive approach whilst working under pressure. A warm and welcoming manner. The ability to manage self & time well. A positive approach to self-improvement. Ability to give advice and instruction in a helpful and professional manner. Helpful, caring, positive and informative. Able to work as part of a team. 	