



Job Description: PA to the Head Teacher

School: Rowhill School

Grade: Kent Range 7

Hours: 18 hours 39 Weeks per year (Term time plus inset days)

Responsible to: Head Teacher

Job Purpose:

To provide effective and efficient PA support to the Headteacher. The role will include undertaking designated administrative and personnel duties.

Key Duties and Responsibilities:

1. To act as a first point of contact within the school for staff, governors, parents and other stakeholders seeking contact with the Headteacher.
2. To assist the Headteacher in organising his administrative workload. Ensure that the Headteacher responds to particular requests within timescales identified in any agreed priority action list.
3. To maintain the diary for the Headteacher, arranging appointments as appropriate, and ensuring that he is adequately briefed on matters to be discussed.
4. To meet with the Headteacher on a daily basis to organise and administer the Head's diary (and those of the Leadership Group) and correspondence.
5. To interpret Headteacher's comments into draft written correspondence to be sent to relevant stakeholders.
6. Develop written communication that is professional and upholds the school's vision and values.
7. Proofread outgoing communication to ensure it is of the highest standard.
8. Assemble and prepare papers required by the Headteacher, prepare reports, or reply to requests for information. To draft letters as directed by the Headteacher.
9. Handle all confidential correspondence with discretion and to be circumspect about the contents.
10. Maintain clear and effective filing, records and other systems, and update for the Headteacher.

11. Arrange meetings and when required take minutes ensuring that matters arising from meetings are dealt with by the appropriate people within the agreed timescales.
12. After discussion, draft, as appropriate, outgoing correspondence and school documents that are the direct responsibility of the Headteacher.
13. Maintain accurate records using a variety of software packages.
14. Supporting the Leadership Team in administrative tasks, minutes, note taking, events, organisation of teaching and learning quality assurance and the school calendar.
15. Managing the organisation of school policies to ensure the review cycle and submission to governors is maintained.
16. Support the Headteacher with governor related activities including visits, elections, governor liaison and reporting.

This job description is provided to assist the job holder to know what his/her main duties are. The duties above are neither exclusive nor exhaustive and the post holder may be required by Senior Management to carry out appropriate duties within the context of the job, skills and grade, as directed by the Headteacher.

In addition all members of the school community are expected to:

- Display a commitment to child protection and safeguarding. Report to the headteacher any behaviour by colleagues, parents and children which raises concern.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Display appropriate professional conduct as set out in the national support staff standards.