



## Job Description – PA to Headteacher

### Purpose of Job:

- To provide a confidential and personal service to the Head Teacher.
- To maintain the efficient running of the school office, acting as a personal assistant to the Head Teacher and administrative service to other staff.
- To be a prime point of reference for pupils and parents if they require information or have a concern, in the absence Headteacher, or Deputy Headteacher.
- To assist in the admissions process through to enrolment, liaising effectively with all parties involved in admissions, and addressing enquiries.
- To assist in the process of secondary transition.
- To liaise, with other school staff and others outside the school, particularly parents, professional associations and the local community, in a highly professional manner and representing the high standards of the organisation.

### Principal accountabilities:

- Undertake a diverse range of secretarial and administrative duties for the Headteacher and other staff, acting as personal assistant to the Headteacher keeping the diary, making arrangements and carrying out general office duties in order to free the Headteacher and other staff to concentrate on curricular issues and to ensure well presented and accurate correspondence, reports and other documentation
- Provide a first point of contact for pupils and parents at reception to deal with any problems that arise in the first instance or refer them on to ensure that problems are dealt with effectively.
- Assist the Deputy Headteacher in carrying out the duties of the KS1 & KS2 assessment manager
  - inputting assessment results and creating returns for management information for KS1 & KS2 & Foundation Stage.
  - Creating CTF for Secondary Transfer.
- Produce and distribute all letters/correspondence to parents using Parentmail and postal system
- Import and Export data from S2S and Perspective website.
- Ensure personal knowledge of new and updated administrative software is kept up to date.
- Collate and monitor applications for admissions, including new intake of pupils; provide prospective parents with information on the school; enter new intake onto the Pupil database, ensuring that the necessary procedures are complied with

- Complete relevant forms for pupils leaving the school; update the Pupil Database; and send pupil's files and records to the relevant secondary schools to ensure that procedures are complied with
- Monitor sickness levels of all staff and children within the school and take appropriate action to ensure that the disruptive effects of sickness/absence are minimised.
- Develop and maintain efficient and up to date manual and computer systems ensuring that information such as attendance records and admissions is kept confidentially and is accurate and readily available.
- Perform the function of attendance officer, liaising with the EWO and preparing reports for the headteacher. Take action as advised by EWO & HT (eg: follow-up calls and letters).
- To regularly check emails, correspondence and appointments to ensure the Headteacher is kept informed at all times.

### **Qualities:**

#### Personal Qualities

- Always maintain confidentiality.
- Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations, as well as make people feel positive and included.
- The capacity to remain calm and to cope with the unexpected.
- Excellent health and time keeping record.
- Committed and enthusiastic.
- Confident, positive and flexible attitude.
- Positive mindset.
- Willingness to learn and to deliver excellent service.
- Love of working in an environment that is centred on children.

#### Essential skills & knowledge

- Highly effective written and verbal communication skills – ability to compose letters accurately.
- Ability to work on own initiative and make decisions.
- Ability to work as a member of a collaborative team.
- Excellent organisational and planning skills.
- Ability to relate to all personnel and children within the school environment.
- Ability to approach all confidential matters with discretion, sensitivity and diplomacy, preserving the integrity of school information and complying with the requirements of the Data Protection Act.
- Knowledge and experience of whole school procedures, organisation and structure.

#### Desirable experience

- Previous experience working in a school environment within administration, or in a working environment as a Personal Assistant.

#### Qualifications

- The successful candidate is likely to be educated to at least GCSE level, or equivalent, particularly in English and Mathematics.

- Speedwriting/shorthand experience.
- Full computer literacy – Microsoft Office: Word, Excel, Publisher, PowerPoint, Outlook and Internet.

**Conditions**

- Part-time, school term time plus inset days.
- Normal hours, 21 hours per week. Wednesday, Thursday and Friday 8.30am – 4.30pm.
- The salary will be Kent Range 5 £17303-19031 (£8287 pro rata) and will be dependent on qualifications and experience.

Pembury Primary School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening, including checks with past employers and the Criminal Records Bureau.

Agreed by \_\_\_\_\_ Job Holder

Agreed by \_\_\_\_\_ Headteacher

Date \_\_\_\_\_

## **Person Specification**

Candidates should demonstrate the following:

- The ability to maintain confidentiality.
- A good level of education to at least GCSE Grade C Level in English and Mathematics.
- The ability to communicate clearly, accurately and effectively with a variety of people both orally and in writing.
- The ability to assess and diffuse confrontational situations, listening actively and making people feel positive and included.
- The capacity to remain calm and cope with the unexpected.
- The ability to organise, and prioritise tasks, working to deadlines
- Commitment, enthusiasm and a sense of humour.
- A willingness to learn and be part of a positive and collaborative team.
- The ability to work with Microsoft Office applications including, Word, Excel and MS Outlook.