**JOB DESCRIPTION**

**POSITION: PA TO THE HEADTEACHER**

The Headteacher’s PA is responsible for providing a proficient secretarial and administrative service to the Headteacher. They are also responsible for line managing staff in Reception and the School Office. The role is extremely varied, and the standard of work reflects greatly on the Headteacher and the School. A high standard of English, accuracy, and attention to detail are essential as well as excellent written and verbal communication skills.

**HEADTEACHER’S PA, KEY TASKS AND RESPONSIBILITIES:**

* Liaise with the Headteacher daily regarding the events of the day and follow up resultant actions.
* Line manage personnel in Reception and the School Office.
* Maintain the Headteacher’s electronic calendar/diary, including scheduling of regular meetings, prospective pupil/parent interviews, and staff and pupil appointments and prepare appropriate documents and paperwork in advance.
* Deal with all Headteacher’s correspondence, including but not only, confidential letters and memos, file notes, reports to Governors, regular newsletters, correspondence with parents and staff.
* Draft responses to letters and enquiries.
* Proof read all documents, which are sent or published under the Headteacher’s signature.
* Filter telephone calls before passing them to the Headteacher, if it is deemed necessary.
* Make any telephone calls as requested by the Headteacher and follow up any resultant actions.
* Maintain the Headteacher’s filing system and ensure security of confidential files and information.
* Assist in dealing with complaints received both orally and in writing; update confidential Serious Incident, Complaints and Concerns files.
* Prepare the Headteacher’s confidential information and documentation for meetings, arrange and minute meetings as required by the Headteacher.
* Arrange, coordinate and minute internal meetings as required by the Headteacher.
* Assist in and coordinate the recruitment of new academic, boarding and administrative staff, including preparing advertisements and organise interview schedules, where relevant.
* Arrange and schedule out of school visits, including travel arrangements, to other schools, educational agents, conferences etc.
* Liaise with Marketing on arrangements for Prep School visits.
* Oversee the electronic calendar system via Outlook and WebCalendar before it is published on the School website.
* Organise and prepare for key School events during the academic year such as Guardian Convention, Festival Day and Carol Service.
* Regularly update the ISI portal with relevant School information.
* Alert the Leadership Team to updates and changes to policies, procedures and relevant legislation issued by the Independent Schools Inspectorate and others as required by the Headteacher.
* Prepare inspection documentation as required.
* Develop and maintain an electronic calendar/diary to manage required updates of School policies to ensure the School’s statutory compliance, including, but not exclusively limited to, the requirements of the Independent School’s Inspectorate and National Minimum Standards for boarding schools, and alerting the Leadership Team to such dates.
* Support the Headteacher’s teaching commitments, if any, by helping with production of teaching aids and students’ reports.
* Support the Headteacher in their role as GSA Regional Secretary.
* Assist in the Scholarship process for both internal and external applications.
* Point of contact for Unicorn (Parent Teacher Association) Chairperson.
* Provide cover for School Secretary/Receptionist when required.
* To carry out other duties which the Headteacher may, from time-to-time, reasonably assign.

**PA to the Headteacher - Person Specification**

A background of working in education is desirable although not essential.

**Personal Skills**

* Ability to work on own initiative.
* Ability to work as part of the whole staff team.
* Excellent touch-typing. Shorthand is desirable.
* Experience of minuting meetings with high degree of accuracy.
* Excellent working knowledge of Microsoft Office programs, including Word, Excel, Outlook and Office 365.
* Good working knowledge of SIMS is an advantage.
* Excellent verbal and written communication.

**Personal Qualities**

* Commitment to the ethos of the School.
* Enthusiasm.
* Calm and approachable nature.
* Professionalism, integrity, ability to maintain confidentiality and discretion.
* Good organisational skills even when under pressure.

The School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to a DBS check.