# JOB DESCRIPTION

|  |  |
| --- | --- |
| **POST TITLE:** | **PA TO HEADTECAHER** |
| **GRADE:** | **BAND 8 (SCP 12-15)** |
| **REPORTING RELATIONSHIP** | **HEADTEACHER** |
| **JOB PURPOSE:** | **Contribute to the delivery of our excellent school operations, through effective PA support to both the Headteacher and Senior Leadership team. Acting as a first point of contact you will ensure the Headteacher’s time is utilised to best effect. Delivering a high-quality service, you will be confident and robust in ensuring the Headteachers time is directed to the most appropriate demand and to**  **maximum benefit for our school.** |

**RESPONSIBILITIES**

Coordination and Administrative Support:

* Manage the Headteacher's schedule.
* Coordinate meetings, conferences, and events, including agenda preparation and minute taking and refreshments.
* Design and manage an organised filing system for documents, records, and confidential information.
* Ensure compliance with GDPR and Safeguarding legislation.
* Along with the Business Manager, Office Manager support with the school's administration to recruitment of staff.

# Information Management:

* Gather, analyse, and summarise information, data, and reports for the Headteacher, providing timely and accurate updates.
* To complete and submit information obtained from School Management information systems as required by the EFA, Diocese and DFE i.e. National returns.

Liaison and Communication:

* In the absence of the Headteacher, liaise with appropriate staff with respect of urgent business.
* Collaborate with other administrative staff to ensure smooth operations and timely dissemination of information.
* Handle internal and external communication and enquiries, including phone calls, emails, and mail, prioritising and responding appropriately.
* Have oversight of the school calendar and work closely with staff on daily logistics and annual events.

# Other:

* To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.T o carry out your duties with full regard to the Trust’s Equality Policy and to comply with Health and Safety policies.

Note: This job description is a general outline of the key responsibilities and qualifications required for the role of a Personal Assistant to the Head Teacher in a secondary school. It is not exhaustive and may be subject to change based on the specific needs of the school.

# PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL POLICIES, INCLUDING THE NO SMOKING POLICY.

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*

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

# PERSON SPECIFICATION – PA TO HEADTEACHER

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ESSENTIAL** | | | | **DESIRABLE** | | |
|  | **Criteria**  **No.** | **ATTRIBUTE** | **Stage Identified** | **Criteria**  **No.** | **ATTRIBUTE** | **Stage Identified** |
| **Qualifications & Education** | E1 | NVQ level 2 in Administration, Business or equivalent | AF,C |  |  |  |
| E2 | GCSE English and Mathematics Grade A\* – C or equivalent | AF,C |
| E3 | Word Processing / Typing Qualification (i.e. RSA) or equivalent | AF,C |
| **Experience & Knowledge** | E4 | Knowledge and / or experience of First Aid. | AF,I | D1 | Awareness of child protection issues | AF,R,I |
| E5 | At least 1 years previous Administrative Experience | AF,R,I | D2 | Experience of School Management Information Systems | AF,R,I |
| E6 | Experience of establishing and maintaining a range of management information systems, including complex databases and spreadsheets | AF,R,I | D3 | Experience of managing budgets | AF,R,I |
| E7 | Experience of face to face and telephone reception duties | AF,R,I |  |  |  |
| E8 | Experience of paying invoices and placing purchase orders | AF,R,I |  |  |  |
| E9 | Previous supervisory experience | AF,R,I |  |  |  |
| E10 | Knowledge of Data Protection requirements and understanding of | AF,R,I |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | confidentiality |  |  |  |  |
| **Skills** | E11 | Ability to relate well to children and adults | AF,R,I |  |  |  |
| E12 | Ability to be able to present information in a logical and systematic manner | AF,R,I |
| E13 | Ability to work successfully as part of a team | AF,R,I |
| E14 | Ability to communicate both orally and in writing to a wide range of audiences | AF,R,I |
| E15 | Ability to maintain accurate records | AF,R,I |
| E16 | IT Literate, capable of using MS Word  / Excel and office packages | AF,R,I |
| **Personal Attributes** | E17  E18 | Willingness to support the Christian ethos of the College  Participate in development and training opportunities | AF,I  AF,R,I | D4 | Practising Catholic | AF,I |
| E19 | Ability to abide by School policies and procedures | AF,R,I |
| **Special Requirements** | E20 | Motivation to work with children | AF,I,R,D |  |  |  |
| E21 | Ability to form and maintain appropriate relationships and personal boundaries with children | AF,I,R,D |
| E22 | Emotional resilience in working with challenging behaviours and attitudes  to use of authority and maintaining | AF,I,R,D |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | discipline |  |  |  |  |
| E23 | Suitability to work with children | D |
| E24 | The ability to converse at ease with pupils/public/public bodies and provide advice in accurate spoken English is essential for the post | AF, I |

|  |  |
| --- | --- |
| **Key – Stage**  **identified** |  |
| AF | Application Form |
| C | Certificates |
| T | Tests |
| P | Presentation |
| I | Interview |
| R | References |
| D | Disclosure and  Barring Check |

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references