

**NEWSTEAD WOOD SCHOOL  
JOB DESCRIPTION**

**Name:**

**Grade points 26 - 35**

**Job Titles:     Headteacher's PA/HR Administrator**

**Date :**

**1) Headteacher's P.A.:**

Daily Post

- Open Headteacher's post and sort into urgent, non urgent, junk etc
- Diary invitations and mark letter accordingly
- Draft standard replies, when appropriate for Headteacher's signature
- Go through remainder of post with Headteacher and draft replies as instructed

HT diary

- Make all appointments
- Advise Headteacher of meetings and check information required
- Prepare meeting file/supporting papers
- Brief Headteacher as required

General:

- Deal with all telephone enquiries for Headteacher
- Support the Headteacher with speeches, addresses, reports, minutes e.g. Prize Day, Commemoration Day, Governors' meetings, Finance, Leavers, Staff retirements, etc.
- Support the Headteacher with the preparation of policy documents as drafted by Headteacher and staff briefing papers
- Assist Headteacher with staff information as required for budget, career interviews, pay points, retirement parties etc.
- Assist in preparation of publicity and information booklets
- Prepare Headteacher's room for meetings etc.
- Research essential information for Headteacher reports to Governors e.g. school roll, absences etc.
- Be responsible for the presentation of applications for government initiatives that are the responsibility of the Headteacher.

**2) Responsible for all aspects of Personnel Administration including:**

- Internal recruitment
- Place advertisements for vacancies
- Obtain or update additional departmental information
- Process applications, dispatch information pack
- Set up interview timetable in liaison with Headteacher/Deputy Headteacher
- Notify applicants of interview time and dispatch documents etc
- Take up references on applicants
- Draw up new contracts, issue job descriptions and all required information for new employees
- Carry out Enhanced DBS vetting procedure on all new appointments
- Set up online Health Questionnaire on all new appointments
- Issue salary assessment and payroll notification
- Ensure pensions advice leaflets available to all staff
- Issue terminations of contracts

- Issue amendments to contracts
- Notify DfE of new staff as necessary
- Maintain manual and computer data-base for all staff
- Maintain all staff personnel files
- Assist Headteacher in annual review of pay points, update data-base accordingly and issue all staff with annual salary assessment sheet
- Provide staff information/statistics to DfE
- Preparation of staff references
- Advising Payroll of all staff changes
- Prepare and submit monthly payroll changes. Check draft payslips against payroll input
- Manage all Pension administration – TPS and LGPS.
- Point of contact for United Learning HR

**3) Clerking of Meetings, including:**

Staff meetings (6-weekly)

Leadership Group (weekly and conferences)

*The job description may be reviewed and amended at any time after consultation with you. Please sign both copies of this job description, retaining one and returning the other to the Headteacher.*

Signed ..... Date .....