

Chiswick School
JOB DESCRIPTION
HEAD TEACHER'S PA



Job role

To support teaching and learning in a safe and healthy environment, with a commitment to quality in service delivery, to provide a professional PA service to the Head Teacher and Senior Leadership of the School and Trust, to be the first point of contact for enquiries to the Head Teacher, and at all times to work to raise the public image of the whole school community.

1. Main responsibilities

Support for the Head Teacher, including:

- Provide a full range of advanced secretarial services for the Head Teacher, including minute taking, filing, and any other required duties commensurate with the role and grade.
- Maintain the highest level of confidentiality at all times.
- Screen and prioritise all incoming correspondence (including emails, telephone calls and letters), providing the Head Teacher with necessary information to assist with replies, and drafting responses where appropriate.
- Remain conversant with the Head's workload on an on-going basis, managing the diary to ensure that urgent and/or important appointments are given priority and efficient use is made of the Head Teacher's time, providing all paperwork for meetings in advance including: liaison with relevant staff to avoid potential clashes; using initiative to reprioritise changing commitments; and taking immediate action by ensuring critical issues are immediately referred to appropriate personnel.
- Monitor the Head Teacher's email and alert the Head Teacher to any urgent and/or important issues.
- Producing confidential letters, references and other documentation.
- Supporting Governance reporting – initiating the process, assembling the Head Teacher's report to Governors, and circulating Governors' papers as appropriate.

2. Strategic responsibilities

- Company Secretary for Chiswick Academy Trust.
 - Attend and minute meetings as required.
 - Complete the annual Companies House return.
 - Administer the Company Information on Companies House website, adding and removing Directors as required, ensuring that it is kept up to date.
- Support for Governors as appropriate.
- Produce a wide range of detailed, complex or specialist documents to high standards of accuracy within tight timescales ensuring that the needs of governors are met.
- Administration of the election process for Governors.
- Using the Home Office Sponsor Management System (UKBA), co-ordinate sponsorship of overseas teacher in conjunction with the HR Officer.
- Parents & Teachers Association (PTA) – to liaise with the PTA to organise facilities for various events throughout the year and administer the PTA bids system.

3. Administrative responsibilities

- Liaise with the SIMS Network Manager to ensure any change to the Governing Body is recorded on the EFA website.
- Supporting staff appointments and induction by using the IMASS system to organise health screening for all new staff.
- Request SIMS/Email logins for new staff.

- Pupil exclusions and managed transfers – dealing with paperwork for different boroughs and assembling the information required.
- Undertake the role of support to the leadership team, including: production and distribution of agendas; minute taking; production of minutes and background papers
- Support in some HR functions which will involve liaising with the HR Officer, including filing of confidential information in personnel files and maintaining the filing system.
- Supporting recruitment by placing advertisements as appropriate, if required.
- Sending messages via Parentmail.
- Administrator for Blue Sky (online PM/CPD platform).
- To act as a point of contact for students, parents, teaching staff and others coming into the school, arranging appointments and interviews as necessary.
- Organise meeting rooms and refreshments as necessary.
- Liaise with a number of outside agencies, for example the Local Authority, the Police, the Department for Education, to facilitate the smooth running of the school.
- Liaising with senior teachers regarding exclusions and detentions.
- SIMS Personnel Module – input of staff data.
- SIMS.net – input of pupil data, including exclusions.
- Any other analogous duties as may be allocated by the Head Teacher or their representative.

The activities described in this job description are the core functions of the role and what is listed here is not exhaustive.

Signatures – line manager and job holder

Signed..... Dated:.....
linemanager

Signed..... Dated:.....
postholder

The duties of this post will change and develop over time. It is the jobholder's responsibility, in conjunction with their manager, to regularly review this document and amend it when necessary.

HEADTEACHER'S PERSONAL ASSISTANT (PA): PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience		
<ul style="list-style-type: none"> • Educated to at least GCSE grade C standard or equivalent in English and mathematics. • Experience of working in a busy office environment. • Experience of diary management, organising meetings and accurate minute taking. • Experience of managing and maintaining accurate records and filing systems. 	<ul style="list-style-type: none"> • Further or higher education qualification(s) in relevant field. • Experience of working in a school or similar establishment in the role of a PA or a similar role. • First aid qualification or willingness to gain one. 	Application form. Letter of application. References. Interviews. Certificate(s) (to be available at interview).
Knowledge and skills		
<ul style="list-style-type: none"> • Ability to build and form good relationships with students, colleagues, other professionals and stakeholders. • Ability to work constructively as part of a wider team, understanding school roles and responsibilities. • Excellent and meticulous organisational skills. • Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals and stakeholders. • Good standard of numeracy and literacy skills. • Ability to absorb and understand a wide range of information. • Ability to manage and deal with confidential data/issues appropriately. • Ability to proficiently use office 	<ul style="list-style-type: none"> • Knowledge and understanding of safer recruitment requirements in schools. • Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as school governance, school admissions, freedom of information, etc. • Working knowledge of the SIMS software package. 	Application form Letter of application References Interviews

Essential	Desirable	Evidence
computer and information management software including word-processing, spreadsheets, databases and internet systems.		
Personal qualities		
<ul style="list-style-type: none"> • Ability to show initiative and prioritise one's own work and that of others even when under pressure. • Ability to be personable, tactful and diplomatic in sometimes difficult circumstances. • Able to follow direction and work in collaboration with the Head Teacher. • Able to work flexibly to support others and respond to unplanned situations. • Able to attend evening meetings as required. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 		Application form Letter of application References Interviews