



JOB DESCRIPTION	
Post Title Executive Headteacher's PA	Grade SO1 Term Time + 4 (43 weeks per year) 35 HPW
Department Support Staff	Responsible to Executive Assistant & Events Manager
Role Summary To ensure that the Executive Headteachers' office is run in a smooth and efficient manner: <ul style="list-style-type: none">• Providing an efficient secretarial and administrative service to the Executive Headteacher• Promoting the vision and values of the Trust with all stakeholders including parents, visitors, the local and wider community	

DUTIES & RESPONSIBILITIES

1. To ensure an efficient secretarial and administrative service is provided to the Executive Headteacher:

- To provide support to the Executive Headteacher in managing concerns, issues and queries raised by parents/carers external agencies and staff as required.
- To deal with correspondence and reports to the Executive Headteacher, including distribution and drafting of responses as appropriate, ensuring post addressed to the Executive Head teacher is directed to the appropriate person if necessary.
- To ensure that all enquiries, as well as the taking and passing on of messages, are dealt with in strict confidentiality and that information is not disclosed to those persons who should not properly be made aware of such information.
- To organise and maintain the Executive Headteacher's diary and schedule meetings.
- To organise a system to ensure that tasks and correspondence are actioned by the Executive Head teacher in due time, including drafting routine correspondence.
- To create and maintain accurate and confidential filing and record keeping systems.
- To complete LA, DFE and other staff returns as necessary.
- To undertake a variety of administrative duties and/or ad hoc research on the instruction of the Executive Headteacher.
- To liaise with the LA, Trust Partners, Chair of Governors and other governors, SLT members and other staff, as appropriate, on behalf of the Executive Head teacher.
- To keep abreast of the DFE and other appropriate educational websites and current publications.

- To summarise key documents for the Executive Headteacher.
- To initiate routine and non-routine communication with minimal recourse to the Executive Headteacher.
- To forward plan with the wider administrative team, to maintain and update key events in the diary.
- To liaise with key staff to prepare reports within agreed deadlines.
- To contribute to the management of the complaints procedures within the agreed time frames.

2. To co-ordinate the day to day management of the Executive Headteacher's office:

- To act as the point of liaison between the Executive Headteacher and school staff, parents and the local community
- To greet and settle visitors on arrival to the School, ensuring visitors are welcomed in a professional, polite and friendly manner.
- To prepare agendas and relevant paperwork, set up rooms, provide refreshments and attend and minute internal school meetings as required.
- To provide administrative support for all issues pertaining to safeguarding across St Paul's Way Trust School, ensuring that all matters are dealt with confidentially and that information is not disclosed to those persons who should not be made aware of such information.
- To contribute to the mentoring and support of students, acting as a role model, in an appropriate capacity.
- To provide operational feedback as requested and to attend regular line management meetings with the Executive Assistant.

The postholder may be required to work outside of normal school hours on occasions (e.g. to attend and/or minute staff meetings/school events) and time off in lieu will be given outside of term time.

The postholder must demonstrate a flexible approach in the delivery of work. Consequently the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.

Training

The post-holder will be required to undertake training as required to be effective in carrying out all duties.

General

- Ensuring that all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
- Complying with the school's Equal Opportunities and other policies and assisting with their development and promotion within the school.
- Ensuring comprehensive procedures notes are compiled for key tasks.
- Any other duties commensurate with the grade of the post.

This Job Description is not intended to be prescriptive. The needs of the school may change and this could necessitate revision in the future and amendment at any time, following appropriate consultation.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Council's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

Signed: _____ Date: _____
Post holder

Signed: _____ Date: _____
Executive Headteacher

Person Specification for the Post of Executive Headteacher's PA/Exclusion Administrator	
Knowledge	<ul style="list-style-type: none"> • A sound knowledge of Microsoft Office • Working knowledge of data protection legislation.
Qualifications & Experience	<ul style="list-style-type: none"> • Good honours degree or equivalent • GCSE English and Math's A* - C • At least two years' experience in a PA role, in a busy environment with rapidly changing priorities. • Experience within a demanding environment at a senior level • Extensive experience in effective full diary/schedule management • Excellent IT skills including Word, EXCEL, email and the internet. • Excellent written and oral skills with a high standard of English • Experience of drafting routine correspondence and proof reading. • Experience of collecting, collating information and summarising results. • An excellent telephone manner, calm approach and professional attitude • Ability to absorb and understand a wide range of information • Experience of working/engaging/relating with different age groups in a school setting.
Leadership and Management Framework	<p><u>Achieving Results</u></p> <ul style="list-style-type: none"> • Ability to learn quickly to operate and edit a variety of management information systems. • Thorough attention to detail. • Highly developed organisational skills. • Sound time management skills, including ability to determine priorities and deal with conflicting deadlines. • Ability to work under pressure in the School environment • Ability to maintain effective and accurate records. • The ability to work independently and creatively and to take initiative when appropriate and to prioritise the work of others. • Competence in the skills of networking and facilitating. • An understanding of the necessity for maintaining strict confidentiality where appropriate. • Resourcefulness, enthusiasm and patience
<u>Engaging With Others</u>	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills (both oral and written) • Ability to deal with staff, pupils, parents, governors, visitors and outside agencies, including the ability to promote the image of the School. • Flexibility and ability to work as part of, and contribute to, the school's Administrative Team.
<u>Valuing Diversity</u>	Experience, or empathy with, working in a multicultural environment.
<u>Learning Effectively</u>	<ul style="list-style-type: none"> • IT literate and willing to undertake further training as required. • A commitment to continuous professional development
Other	<ul style="list-style-type: none"> • Commitment to the highest standards of child protection and safeguarding • A satisfactory Enhanced DBS disclosure