**JOB DESCRIPTION**

Langley Park School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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| **Title:**  Headteacher’s PA | Schools are complex organisations designed to support the learning of our young people. The better the education they receive, the greater their life chances and choices they will have. All young people deserve a world class education. This is only possible when everyone within a school works as part of a team, regardless of their role, to support the creation of effective and inspiring teaching & learning experiences.  **Job Purpose:**  **To support the Headteacher in the effective running of the school by providing a high quality secretarial and administrative support for all aspects of school business.**  **Duties to the Headteacher:**   * To act as the personal and confidential secretary to the Headteacher, taking overall responsibility for the organisation and management of her time * Proactive management of all the Headteacher’s correspondence especially where necessary to draft responses, to indicate important or urgent matters to her and to redirect mail to other personnel. * Support to the Headteacher in the preparation of speeches, reports and briefing papers for both internal and external publication and responses to Government papers. * To manage the Headteacher’s diary of all appointments and meetings, ensuring that it is a workable schedule. * To keep mailing lists up to date and to organise invitations to concerts, drama productions, prizegiving etc * To organise hospitality for internal Headteacher’s meetings and school events as requested by the Headteacher. * To organise travel and accommodation for the Headteacher’s duties if required. * To liaise with the Leadership Team as and when appropriate in support of whole school issues. * To track evaluation exercises, reporting and other monitoring tasks that the headteacher has delegated to staff and ensure timely progress and delivery. * Working with the Headteacher and Admissions Officer to co-ordinate changes to the school prospectus and other information booklet as require, liaising with the printer and proof reading where necessary. * To attend on exam results days and up to two weeks during the summer holidays to provide support to the Headteacher and management team. * To screen communications to protect her time including complaints   **Duties relating to the Governors:**   * Responsible for all correspondence to Governors including agenda and the papers relating to Governors’ meetings and general liaison. * Liaison with the Clerk to the Governors on work relating to the Governing Body. * To organise hospitality for all Governors’ meetings. * Responsible for ensuring that all policies, both statutory and non-statutory, are in the correct format, up to date and reviewed to the required schedule. * Liaison with Chair and or Vice Chair of Governors as required in ensuring policies are up to date and published online and circulated appropriately.   **Duties relating to school website, social media, digital media and marketing**   * To update and maintain the school website with current news and information. * To update the notices posted on the schools TV screens which are situated around the site. * To liaise with local and national newspapers as necessary for purposes of advertising, or reporting items of interest, including exam results and other school achievements. * Emailing parents with key pieces of information.   **Duties specific to the holiday period:**   * To provide general support to the admin team within the school as needed, including covering the reception desk, or other admin areas.   **General:**   * To provide general support to the admin team within the school as needed, including covering the reception desk, or other admin areas. |
| **Postholder:** |
| **Date appointed:** |
| **Date appointed to this Post:** |
| **Date of this Job Description**  May 2021 |
| **Salary Point:**  Scale 6, Point 16 |
| **Hours:**  32.5 hours per week  40 weeks per year |
| **Immediately responsible to**:  Headteacher |
| **Important Relationships:**  LPLT  SLT Admin Team |
| **Job Purpose:** |
| To support the Headteacher in the effective running of the school by providing a high quality secretarial and administrative support for all aspects of school business. |

# Agreed and signed

Postholder ................................................ Date ....................................

Headteacher ................................................. Date ……..............................