

PA to the Headteacher - JOB DESCRIPTION

Salary Grade: Scale 6 Points 26-28

Salary Range: £23,398 to £24964, pro rata (actual salary £19,798 to £21,123)

Hours: 37 hours per week, term time (39 weeks)

Responsible to: The Headteacher

The Post

- To act as Personal Assistant to the Headteacher and perform all necessary tasks requested by the Headteacher.
- To undertake a full range of secretarial and administrative duties to the Headteacher and to ensure the efficient and effective running of the Headteacher's office and daily business.
- To organise and facilitate to recruitment of new staff.

Main Duties and Responsibilities

Specific duties

- Act as a first point of contact within the school for staff, governors, councillors, parents and others seeking contact with the Headteacher.
- To assist the Headteacher in organising his/her administrative workload recommending items to be dealt with in order of priority.
- Ensure that the Headteacher responds to particular approaches within timescales identified in any agreed priority action list.
- Maintain the diary for the Headteacher, arranging appointments as appropriate, and ensuring that he/she is adequately briefed on matters to be discussed.
- Make travel arrangements for the Headteacher and to provide care for his/her visitors, including the provision of refreshments.
- Assemble and prepare papers required by the Headteacher to attend meetings, prepare reports, or reply to requests for information.
- Handle all confidential correspondence with discretion.
- Liaise with senior management concerning priorities, deadlines, policies and procedures.
- Liaise with the Director of Finance & Operations where necessary. Ensure the maintenance of clear and effective filing, records and other systems and to keep them updated.
- Arrange the recruitment of staff by placing advertisements, preparing job descriptions, arranging interviews and to remain involved and advise throughout.
- To maintain procedures to ensure the Safeguarding of Children

- To be responsible for maintenance of up-to-date accurate personnel records in accordance with statutory and audit requirements.
- Maintain confidential personnel files for staff as directed by the Headteacher.
- Maintain staff archive files and produce references when requested.
- Arrange meetings and when required, take notes. Ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.
- Sort and prioritise all incoming post, dealing with telephone calls for the Headteacher. Keep a log of complaints received and how it has been dealt with. After discussion, draft, as appropriate, outgoing correspondence and school documents that are the direct responsibility of the Headteacher.
- Support the Headteacher and other senior managers in the organisation and detailed planning of special events, such as awards evenings etc.
- Foster links between the school and the local community.
- Carry out research for the Headteacher/senior management as required on the internet.
- Attend occasional open evenings, prize giving and other school events as required.

General Duties:

- To ensure that the school meets its statutory employment, equality, health and safety obligations.
- Organise workload and prioritise on a daily basis using own initiative and knowledge of the work, with minimum direct supervision from the Headteacher.
- Maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils.
- Respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.
- Communicate with the LEA, outside agencies, parents and the local community and to make contact with any other individuals who have business with the school.
- Maintain and update all statutory and in-school policies in line with national and/or local guidance annually.
- Market the school positively with the media and with the local community at all available opportunities.
- To promote and recruit all staff to implement whole school policies.
- To comply with and promote the school's health and safety policies and undertake risk assessments as appropriate.
- Any other duties as required by the school, commensurate with the post holder's role and responsibilities.