



St. Katherine's  
School

## **JOB DESCRIPTION**

**Job Title:** Headteacher's PA/ Office Manager

**Grade:** JG7

**Hours:** 37 per week, term time (including inset) plus 3 weeks across the year

**Accountable to:** Headteacher

**Responsible for:** General Administrative team (SLT Administrator, Receptionist /Administrative Assistants, Clerical Assistant (Reprographics))

### **Job Summary**

To provide a full comprehensive PA/secretarial service to the Headteacher to support the efficient running of the school.

Provide high quality administrative support to the Senior Leadership Team and Governors directing admin resources as appropriate, including Clerk to the Governors in the absence of the SLT Administrator.

Lead, manage and develop the school's central administrative team to deliver an outstanding service.

Oversee the management of school trips, visits and residentials, ensuring that all the health and safety aspects are met and trips are organised strictly in accordance with school and Trust Policy.

To ensure organisational procedures and legal requirements are adhered to in relation to discrimination and equalities legislation and that all people are treated in a way that respects their abilities, background, values, customs and beliefs.

To actively model and promote the values and ethos of the school and Trust.

### **Main Responsibilities**

#### **PA to the Headteacher**

1. Provision of a full secretarial and administrative support service to the Headteacher.

RESPECT | RESILIENCE | RESPONSIBILITY

2. Manage the Headteacher's diary.
3. Welcome and manage visitors.
4. Management and control of all Freedom of Information requests.
5. Deal with internal/external incoming and outgoing correspondence as appropriate on behalf of the Headteacher, including e-mails and screening incoming telephone calls. Draft replies and use skills to negotiate successful outcomes where necessary.
6. Receive and deal with parents, visitors and outside agencies as appropriate.
7. To be responsible for maintaining and enhancing efficient filing and documentation retrieval systems for the Headteacher, ensuring the maintenance of adequate security, particularly of confidential and personal papers.
8. To act as a 'quality control' in respect of all letters and documents produced by or for the Headteacher and Senior Leadership Team.
9. Produce documentation and information booklets as required.
10. To support the Headteacher in dealing with complaints at all relevant stages of the complaints policy and ensure the correct people respond accordingly.
11. Manage the whole school hospitality budget (budget holder).
12. Manage and coordinate the production of the school calendar, staff hub and staff communication briefings.
13. Assist in the production of accurate and high quality school publications, policy documents, reports and presentations as required.
14. Coordinate Professional Development Review Documents
15. Oversee the administration of the student exclusion procedures and records. Prepare and dispatch all relevant paperwork to interested parties; arrange necessary discipline panel meetings in order to meet statutory agreements; liaising with Governors, Parents/carers and Education Welfare Service; liaising with the Trust following appeals.
16. Coordinate, produce agendas and take minutes at key meetings and produce accurate written records for distribution as required.
17. In conjunction with the schools Marketing and Communications Adviser, monitor and update the school's website and ensure compliance with DFE requirements.
18. Plan and coordinate the organisation of whole school events including presentation and award evenings, parent/carers subject evenings, Open Days/evenings, Induction Day/Evening, and other whole school events and activities as required. This will require some flexible working hours at times to facilitate this.
19. Organise the School Photographer, Immunisations and Community Health Team.
20. Working with the Deputy Headteacher, coordinate the Lateral Flow Testing programme for staff and students as appropriate.
21. Coordinate and administer school transport.

### **Leadership and management of the Administrative Service**

1. Line manages the school's administrative team to ensure that administrative support is planned and available to enable the Senior Leadership Team and teaching staff to focus on their teaching and learning and leadership priorities.
2. Undertake professional development reviews and ensure that all staff within the administrative team are appropriately trained to undertake their roles.
3. Support the recruitment and selection of all new staff to the team.
4. Proactively manage any staffing issues in line with school and Trust policies, seeking advice as appropriate.
5. In conjunction with the Headteacher regularly review the administrative structure and support to ensure it meets the needs of the school.
6. Work closely with the Headteacher and the Leadership Team to ensure consistency across office staff.

### **Support to the Leadership Team**

1. Provide high quality management support to the Senior Leadership Team ensuring first class support is given to the leadership group, governors and teaching and learning teams for the smooth and efficient operation of the school.
2. Coordinate staff and parent/carers surveys, analysing responses and providing reports as required. Preparing presentations for Senior Leaders
3. Responding to correspondence on behalf of Senior Leaders
4. Receiving visitors on behalf of Senior Leaders

### **Designated School EVC**

1. Designated School EVC responsible for the operational leadership, management and coordination of all Educational Visits enabling teaching staff to fulfil their teaching and learning commitments and ensuring students receive extracurricular activities in a safe and planned environment. This involves the planning and management of educational visits including adventure activities led by staff and includes the completion of risk assessments, ensuring all health and safety requirements are properly implemented before approving off-site activities and visits.
2. Ensure that all educational visits and residential trips are organised in accordance with the St Katherine's School Trips and Visits Policy and Health and Safety requirements.
3. Regularly review all associated policies and procedures to ensure that they remain up to date with current regulations and legislation.
4. Work with the designated Assistant Headteacher to review the provision of Educational Visits offered by the school.

### **Health and Safety Responsibilities**

1. Responsible for carrying out Display Screen Equipment user risk assessments, ensuring identified risks are resolved.
2. Managing the support staff during the fire evacuation process, ensuring all relevant documentation is available for student roll call and taking building check information from fire marshals.
3. First Aid – arranging First Aid at Work Training and ensuring this remains up to date, annual EIPEN training and keeping records of qualified staff.

### **Generic Items**

To undertake any other duties commensurate with the grade of the post not mentioned in the above. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

RESPECT | RESILIENCE | RESPONSIBILITY

Employees are expected to be courteous to colleagues and provide a warm and welcoming environment to visitors and telephone callers.

Much of the work undertaken is of a highly confidential nature. The post holder must at all times maintain confidentiality and should be aware that, and may on occasions be exposed to information that they may find upsetting.

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.

- To actively promote the school's/Trust's policies.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- Comply with the school's Safeguarding policy and procedures and staff code of conduct

**St Katherine's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

October 2021