

PA TO THE HEADTEACHER JOB DESCRIPTION

Accountable to	Headteacher
Agreed/Reviewed	July 2025
Salary & Terms	BET Support Grade 5, Full-time, 37 hours per week, 40 weeks. 8.00am start Monday-Friday 5.30pm finish on Tuesday for SLT meetings
Role Purpose	To support the School and Trust Executive Headteacher whilst maintaining the flow and operation of day-to-day school activities and events. To liaise with multiple stakeholders with autonomy and authority whilst pro-actively problem-solving and embracing the school's Enjoy, Respect, Achieve ethos.
Key Accountabilities	Personal support to the Headteacher & Information Management Provide a comprehensive and fully confidential secretarial service to the Headteacher, dealing with all matters with discretion and diplomacy. Produce documentation to a high standard that reflects the high standards of the school. Manage the Headteacher's electronic diary; arrange meetings and appointments including refreshments as necessary. Prioritise and respond to all communications addressed to the Headteacher, and on behalf of the school community. Take minutes at appropriate meetings (morning briefings, staff meetings, extraordinary meetings, SLT meetings). Maintain documents for the Headteacher, preparing them as may be required for meetings and appointments.

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	<p>Liaise with Clerk to Governors in relation to collation of documentation for meetings, etc.</p> <p>Marketing</p> <p>Be responsible, in liaison with the Headteacher, for marketing the school, including generating social media and press stories and photo opportunities, and acting as first contact for all media.</p> <p>Produce the school prospectus, advertisements and all marketing material, as and when required.</p> <p>Devise and organise public events such as Open Morning and Prize Giving, including advertising and promotion materials, liaising with media, sending out invitations to students, parents, governors, guests and collating returns; inviting prize winners; issuing and collecting book prizes, trophies etc; organising refreshments / decorations; overseeing organisation / refreshments during the event(s).</p> <p>Be responsible for proof reading and quality control of school literature and communications, ensuring correct methods are employed and formatted to standard.</p> <p>As part of a team, ensure the school website is up to date with relevant and current news stories and information.</p> <p>Recruitment</p> <p>Responsible for the administrative aspects of all staff appointments including preparing job descriptions and placing advertisements on multiple channels.</p> <p>Upon request, help process applications, seek references, arrange interviews, coordinate interview day schedules including booking rooms, arranging tours and booking catering.</p>
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	<p>Exclusions Registrar</p> <p>Complete and issue Suspension and Permanent Exclusion paperwork to parents, agencies, Student Services and upload to Hampshire Portal. Ensure information is logged and reflected on SIMS.</p> <p>Prepare paperwork for Governor Disciplinary Committees and other formal parent meetings.</p>
Additional Information	<p>This role will involve daily oversight of the Reception & Administration teams and is central to the fluid operation of other support staff teams, including: Student Services, Site Team, Kitchen, Studio Manager, IT, Finance, HR/Reprographics, SIMS and Examinations office.</p> <p>Relationship management also extends to the Bohunt Educational Trust and other associated schools.</p> <p>The role requires considerable flexibility to meet operational demands and balance workflows. The successful candidate will need to be able to make decisions without reference to the Headteacher, using initiative to escalate concerns to appropriate staff members, with discretion when required.</p> <p>Operational effectiveness and confidence within the role will become self-evident, by the smoothness of operations in all areas. There is an understanding that agreed responsibilities and purpose comes with experience.</p>

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**PA TO THE HEADTEACHER
PERSON SPECIFICATION**

Skills, Knowledge & Aptitudes	Essential / Desirable
Strong communicator, adapting style to meet requirements to stakeholder and method e.g. in person, on the telephone, by letter/email.	E
Good active listening and literacy skills.	E
Able to write accurate and concise meeting agendas and minutes.	E
Strong IT including excellent keyboard skills and good knowledge of Microsoft Office 365, SharePoint and Google Drive.	E
Self-motivated and employs tools to organise work, often by own initiative, managing multiple commitments.	E
Excellent knowledge management protocol e.g. maintaining shared folders, sharing information.	E
Knowledge of educational legislation, guidance and legal requirements.	D
Qualification and Training	Essential / Desirable
Educated to at least GCSE with Maths and English C+/Grade 5-9 (E) or A-level or Degree (D)	E/D
Demonstrate a willingness to attend appropriate training and development	E
Have already attended appropriate training	D

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Experience	Essential / Desirable
Experience of carrying out a PA to the Headteacher role or similar	E
Relevant personal and professional development experience, particularly in taking initiative and self-motivation.	E
Experience of people, process or project management principles.	E
Event or operational management, and networking with various stakeholders to achieve expected outcomes.	E
Has proven to work effectively independently and as a member of a team.	E
Experience of marketing and/or managing content to social media channels, ideally in an education setting, including taking photographs and liaising with media outlets.	D
Experience of proof reading and having an overview on all outgoing communications, including website and social media content.	D
Experience of the multiple functions and relationships within an educational environment.	D
Personal Attributes	Essential / Desirable
Be a person of integrity	E
Be able to maintain confidentiality and remain impartial.	E
Be a natural problem-solver who works well under pressure, taking a positive approach to challenges.	E

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Have a flexible approach to working hours.	E
Have an openness to learning and change.	E
Have a positive attitude to personal development & training.	E
Supportive and proactive team player, with a warm, fair and down to earth manner.	E
Special Requirements	Essential / Desirable
Be able to work at times convenient to the Headteacher and the school, occasionally including evening meetings and events.	E

Bohunt Education Trust is committed to safeguarding and promoting welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Last updated: July 2025



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