**St Augustine of Canterbury Catholic High School**

# Job Description/Role Definition

**TITLE : PA to Headteacher & SLT / Assistant Clerk to Governors**

**PURPOSE:** [a] To provide a comprehensive, professional and confidential administrative service to the Headteacher and SLT

 [b] To support the Headteacher and Chair of Governors in collating paperwork for Governing Body meetings.

**RESPONSIBLE TO:** Headteacher/Business Manager

**RESPONSIBLE FOR:** No supervisory responsibility

**HOURS OF WORK:** 25 hours per week TT+10 (working hours to be agreed)

**SALARY GRADE**: Band F SCP 12 - 17 (£22,183 - £24,491) pro rata

**MAIN DUTIES AND RESPONSIBILITIES:**

Headteacher’s PA

1. To keep information acquired in the course of undertaking your duties confidential at all times.
2. To provide an efficient, professional and confidential secretarial and administrative service including word processing, report writing, publications and other documents as required ensuring a high standard of quality and accuracy in all documents and information provided.

3. To ensure the Headteacher is briefed for meetings with relevant correspondence and documents; in the Headteacher’s absence refer matters of relevance to the Deputy Headteacher.

4. To maintain all personnel records including communication of and changes to contracts of employment and in service changes.

5. To support the recruitment of staff including the development of job descriptions and person specifications and preparation of job advertisements.

6. Maintain the information held on SIMS and in personnel files to ensure it complies with any legal or data protection policies.

7. Assist with the management of health issues and medical referrals.

8. As required attend meetings with the Headteacher and record the minutes of the meeting.

9. To welcome the Headteacher’s visitors, receive and prioritise incoming telephone calls and deal with them appropriately

10. To manage hospitality for meetings throughout the year.

11. To assist with the organisation of school events where required.

PA To SLT

1. Support SLT members with confidential administrative duties relating to all aspects of the workings of school and school life, including the preparation of reports and presentations.
2. To prepare agendas, minutes and information for weekly SLT and Bulletin meeting and to take minutes at meetings as and when required.
3. To be responsible for all administration and meeting arrangements for student exclusions

Governing Body

1. To be responsible for providing support to the governing body in its main task of promoting high standards of educational achievement and securing the welfare of pupils in the school.
2. To be responsible for providing support to the governing body in the planning and organisation of its work to support the fulfilment of its statutory duties, by developing and maintaining an annual year planner of policies and other documents.

Other

1. To act as a member of the administrative team and to provide support and cover for other members of the team where needs arise.
2. To promote equality and diversity as part of the culture of the school.
3. To participate in the staff review and development process

This job description is current at the date shown, but in consultation with you it is liable to variation by Management to reflect or anticipate change in, or to, the job commensurate with the grade.