



**Rosh Pinah  
Primary School**

## **JOB DESCRIPTION: PA to the Headteacher**

**Line Manager: School Business Manager**  
**NJC Scale Point 20 Salary £28,779 FTE**  
**Full time, term-time only**

### **Main Purpose of Job**

To work as part of the administrative team in supporting the Headteacher and the school in attaining its aims and objectives by providing secretarial support to the leadership team attending all meetings, taking minutes and providing general support for the effective conduct of their business. Working in close liaison with the leadership team, other admin staff and front of house with parents and children. Taking decisions on day to day operational matters within guidelines of work plans, policy, procedure etc.

### **Support for the Headteacher and SLT**

1. Provide timely and effective operation of secretarial and administrative support to the Headteacher and Deputy and other members of the Leadership Team in accordance with good secretarial practice.
2. Ensure the effective operation of the Head's personal office to ensure the efficient discharge of functions to governors, teachers and parents including hospitality arrangements and management of the Headteacher's diary.
3. Assist the School by maintaining good relationships with staff, parents, governors, contractors representatives and external agencies in order to promote the objectives of the School.
4. Maintain performance management paperwork and ensure that all staff records are kept up to date and secure.
5. Prepare recruitment material for all posts, arrange for advertisements to be placed, ensure the shortlisting and interviewing panel to receive copies of application forms and informing shortlisted candidates of interview. Arrange hospitality for interviews.
6. Open, sort, log and distribute incoming mail.
7. Attend and minute SLT meetings in school.
8. Co-ordinate the allocation and programming of the work of clerical support posts to ensure that the needs and priorities of the School are met.
9. Any other duties relevant to the post as requested by the Headteacher or SLT.

### Support for the whole school

1. Organising all School educational visits, including security, transportation, budgeting etc. and monitoring and chasing parent contributions.
2. Organising all school internal visits by external providers including space required, hospitality etc.
3. Arrange and administer all school clubs liaising with relevant parties, organising space, ensuring safeguarding standards are met for visiting instructors.
4. Log and manage pupil behaviour and medical incidents and staff training on SIMS.
5. Amend and update the school website as required.
6. Prepare and distribute the School's weekly newsletter and bulletin to parents, staff and governors.
7. Produce materials and distribute tickets for Year 6 show and other school productions/events.
8. Arrange school photography and manage logistics on the day.
9. Administer and circulate the school calendar.

### General support and other duties

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Contribute to the overall ethos/work/aims of the school.
3. Establish constructive relationships and communicate effectively with the whole school community.
4. Participate in training and other learning activities and performance development as required.
5. Recognise own strengths and areas of expertise and use these to advise and support others.
6. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.