



## **JOB DESCRIPTION & PERSON SPECIFICATION**

### **PA to Headteacher**

**BOW SCHOOL**

**44 TWELVETREES CRESCENT, BOW LONDON E3 3QW**

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## Person Specification

Attributes Required	Essential/ Desirable	Method of Assessment – Interview (I), Application (A)
<b>Qualifications/Training</b>		
NVQ Level 3 or equivalent	E	A
Relevant administration qualifications	D	A
High level of competency in ICT (Email, Word, Excel, PowerPoint)	E	A, I
<b>Experience</b>		
Experience of using, maintaining and devising administrative systems	E	A, I
PA or senior secretarial experience in a school	D	A
Experience of drafting routine correspondence	E	A
Experience of minute taking at meetings	E	A
Working knowledge and experience of marketing programmes to facilitate production of Newsletter	D	A
Knowledge and experience of Truancy Call/ Parent Call software	D	A
Working knowledge and experience of website software, e.g, Green Schools Online	D	A
<b>Skills/Knowledge/Aptitudes</b>		
Excellent communication skills, both written and spoken English	E	A, I
Excellent organisational skills	E	A, I
Confidentiality, tact and discretion combined with a calm personality and sound judgement	E	A, I
Ability to prioritise work, cope with competing deadlines and use initiative in a variety of situations	E	A, I
Ability to research, digest, analyse and present material clearly and concisely	E	A
Ability to establish effective relationships at all levels, dealing sensitively with people in order to minimise conflict	E	A, I
Excellent research skills	D	A
Thorough attention to detail	E	A
Ability to work independently and creatively	E	A, I
Competence in the skills of networking and facilitating	E	A
<b>Other Special Requirements</b>		
Requirement to complete support staff induction, probation period and appraisal successfully.	E	A,I

**WE ARE COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF OUR STUDENTS. THIS POST IS SUBJECT TO AN ENHANCED DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED AND WILL BE SUBJECT TO RECHECKING AS APPROPRIATE.**

## Job Description

<b>Post Title:</b>	PA to Head teacher
<b>Purpose:</b>	To provide a professional administrative and support service to the Head teacher
<b>Reporting to:</b>	Head teacher
<b>Working Time:</b>	35 hours a week, term time only plus two weeks 7.45 am to 3.45pm
<b>Scale/Grade</b>	PO1
<b>Main duties</b>	
<b>PA to Head teacher</b> Administrative	<ol style="list-style-type: none"> <li>1. Ensuring a high standard of administrative and management support for the Head teacher in order to assist in the smooth running of all activities</li> <li>2. Providing administrative support to the Head teacher for complex and confidential matters as and when required</li> <li>3. Establishing and maintaining a business-like office environment - promoting good relationships between SLT members, teaching and support staff, governors, students, parents/carers, all other stakeholders and visitors</li> <li>4. Proactively managing the diary arrangements for the Head teacher, identifying and resolving any potential conflicts and taking account of travel time <ul style="list-style-type: none"> <li>- supervising the arrangements for all relevant meetings, as requested, including room bookings and preparation of materials in order to ensure their timeliness and smooth running</li> <li>- alerting the Head teacher well in advance of approaching issues and/or events</li> <li>- organising meetings, ensuring relevant papers and documentation are compiled or received in advance to enable the Head teacher time to prepare</li> <li>- liaising with the Head teacher regarding the events of the day and follow up resultant actions</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>- liaising with the Head teacher regarding the weekly diary, sorting any ensuing issues</li> <li>- Maintaining daily Notice Board for Head teacher</li> </ul> <ol style="list-style-type: none"> <li>5. Producing high quality, accurate reports, documentation, presentations etc using word processing, presentation software, spreadsheets and databases as necessary.</li> <li>6. Proof reading all documents</li> <li>7. Providing effective and efficient office support to the Head teacher, managing concerns, issues and queries raised by parents/carers, external agencies, the community and staff as required – ensuring any complaints/concerns received are fully resolved and documentation is retained.</li> <li>8. Overseeing the school day – advising the Head teacher of potential clashes/concerns.</li> <li>9. Dealing with correspondence and reports for the Head teacher and governors, including the distribution and drafting of responses in due time, as appropriate, ensuring post addressed to the Head teacher is directed to the appropriate person, as necessary.</li> <li>10. Ensuring that all enquiries and correspondence are dealt with confidentially and that information is not disclosed to those persons who should not be made aware of such information.</li> <li>11. Managing and maintaining arrangements to assess, control, distribute and dispatch the Head teacher’s post efficiently - corresponding on behalf of the Head teacher, where appropriate.</li> <li>12. Drafting documents as required.</li> <li>13. Creating and maintaining accurate and confidential filing and record keeping systems on policy and routine matters - ensuring that filing is done on a regular basis so that documents can be easily accessed</li> <li>14. Organising references for the Head teacher.</li> <li>15. Screening all telephone calls and enquiries to the Head teacher - directing calls to the appropriate person, as necessary <ul style="list-style-type: none"> <li>- ensuring all telephone and personal enquiries are dealt with efficiently and effectively in a way which promotes a positive image of the school</li> <li>- filtering telephone calls before passing them onto the Head teacher, as necessary</li> <li>- making any telephone calls as requested by the Head</li> </ul> </li> </ol>
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teacher and following up any resultant actions

16. Preparing agendas and relevant paper work, setting up rooms, for meetings as required.
17. Minuting daily SLT Meetings, ensuring minutes are promptly and accurately produced and emailed to SLT:
  - Compiling in advance Daily Diary Schedule for completion each day
  - Informing relevant staff daily of SLT On Duty and Lunch Duty Rota allocations
18. Compiling agenda for weekly SLT & DOL Meetings – chasing documentation, as required – placing in respective Presentations folder
19. Gathering information for, and producing, the fortnightly school Newsletter ensuring accuracy/attention to detail – that it is widely circulated.
20. Maintaining list of students without photography consent.
21. Marketing/promoting the school:
  - proof reading all articles – ensuring accuracy/attention to detail.
  - sending articles to the school's Media Resources Officer once they have been checked - for inclusion in "Latest News" section of website.
  - ensuring wide circulation of Termly magazine, including to main feeder Primaries, in order to promote the school and maximise admissions/number of students who choose Bow
22. Checking and updating delegated sections of the school website, liaising with SLT members, as appropriate, to gather information, ensuring accuracy of content/attention to detail - to showcase the school and present a positive/professional image.
23. Maintaining a totally up-to-date and compliant record of all matters relating to school governance:
  - Ensuring the Governors' section of the school website is up-to-date and fully compliant with current statutory legislation
  - Maintenance of all school information – from the Reception Notice Board to the filing of all minutes and associated papers
  - Maintaining an up-to-date record of attendance at all meetings

	<ul style="list-style-type: none"> <li>- Ensuring the Governor Training spreadsheet is promptly updated following attendance at training sessions</li> <li>- Ensuring policies/documents related to governance are reviewed as and when required</li> </ul> <p>24. Co-ordinating Governor elections – ensuring paperwork and procedure are accurate - that a secure and reliable voting system is in place including:</p> <ul style="list-style-type: none"> <li>- In consultation with Head teacher, providing and publishing information about the role</li> <li>- Co-ordinating voter registrations</li> <li>- Preparing ballot forms and timetable for election process</li> </ul> <p>25. Ensuring the government website (Get Information about Schools – GIAS) is promptly updated following any changes in governance.</p> <p>26. Maintenance of Policy Tracker keeping oversight of all policies that need to be updated – notifying relevant staff accordingly.</p> <ul style="list-style-type: none"> <li>- Ensuring respective policies are on Committee and/or full Governing Body agendas, as appropriate</li> <li>- Updating policies on website as necessary</li> <li>- Maintaining Statutory Training and First Aid Worksheets so as, at all times, it reflects the up-to-date position of all training undertaken</li> <li>- Providing appropriate information to Head teacher/Deputy Head teacher (Safeguarding) in readiness for Safeguarding Committee Meetings</li> </ul> <p>27. Occasional travel arrangements: arranging and co-ordinating travel and accommodation, bookings, preparation of travel itineraries etc in conjunction with the diary and reviewing forthcoming commitments to ensure the most effective use of time for the Head teacher</p> <p>28. Co-ordinating arrangements for meetings - greeting and settling visitors on arrival to the school, ensuring visitors are welcomed in a professional, polite and friendly manner.</p> <p>29. Co-ordinating arrangements for visitors from abroad:</p> <ul style="list-style-type: none"> <li>- ensuring Schedule is produced and packs prepared to market the school in a positive light</li> </ul>
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	<ul style="list-style-type: none"> <li>- organising refreshments (including lunch as necessary)</li> <li>- adding visitors to InVentry</li> <li>- setting up room</li> </ul> <p>30. Making refreshments for the Head teacher and SLT for meetings as required.</p> <p>31. Organising refreshments for Governors' Committee Meetings and Governors' Development Saturdays</p> <p>32. Sending texts (including Intervention) to parents/carers of identified students, as directed by SLT.</p> <p>33. Updating weekly Calendar Notice Board in Conference Room for SLT.</p> <p>34. Emailing whole staff to establish those who wish to speak at weekly Whole School Staff Briefing. Producing document for Head teacher accordingly.</p> <p>35. Managing events - co-ordinating arrangements for Celebration of Achievement Events – in terms of Admin/Premises/GA support. Ensuring everyone is familiar with tasks they need to undertake so as everything goes to plan.</p> <p>36. Maintaining up-to-date Staffing Structures for Teaching and Support Staff</p> <p>37. Booking staff onto PiXL Training/Conferences – ensuring staff are provided with confirmation and that the respective Purchase Order is completed as appropriate.</p> <p>38. Updating termly Reception Safeguarding Information (Brochure) for all visitors to the school</p> <p>39. Fire Registers:</p> <ul style="list-style-type: none"> <li>- ensuring class lists are promptly placed in respective folders (Fire Register holder) daily as soon as they are provided by the Attendance &amp; Language Support Officer</li> <li>- ensuring up-to-date class list(s) are printed and replaced in Green folder as and when informed of new starter(s) or leavers</li> <li>- ensuring PEEP's list maintained and documentation has been provided for staff/students as appropriate</li> </ul> <p>In the event of a fire drill/fire alarm</p> <ul style="list-style-type: none"> <li>- ensuring the Fire Register Folder and Class Lists are taken promptly to the students Fire Assembly Point and handed</li> </ul>
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	<p>to appropriate members of staff accordingly.</p> <ul style="list-style-type: none"> <li>- Ensuring PEEP's list is taken promptly to the Fire Assembly Point and handed to appropriate member of staff accordingly</li> <li>- ensuring the Head teacher is provided with high-vis jacket</li> <li>- ensuring Class Lists are collected in afterwards – that the Head teacher is informed promptly of any issues.</li> <li>- Class lists collected in following fire drill/fire alarm, to be handed to Senior Admin Assistant/Receptionist for filing/safekeeping, with front cover detailing any queries/if all students accounted for.</li> </ul> <p>40. Maintaining up-to-date staff Birthday List so as birthday cards can be written by the Head teacher and given to staff for their birthday accordingly.</p>
<b>Head teacher's Representative</b>	<ol style="list-style-type: none"> <li>1. To establish systems to monitor and progress initiatives</li> <li>2. To research and collate information on initiatives and projects.</li> <li>3. To liaise with the LA, Chair of Governors and other governors, SLT members and other staff, as appropriate, on behalf of the Head teacher</li> <li>4. To support the Head teacher in liaising with other schools, the LA, community, parents and professional bodies ensuring a professional image is conveyed at all times</li> <li>5. To take ownership of various projects to meet the needs of the school in order to achieve project goals and assist in the effectiveness of whole school administration.</li> </ol>
<b>General and other responsibilities</b>	<ol style="list-style-type: none"> <li>1. To work collaboratively as a member of the School Administration Team.</li> <li>2. To attend Whole School and Staff Meetings as required.</li> <li>3. To ensure a high level of confidentiality.</li> <li>4. To promote positive student conduct.</li> <li>5. To confront negative student conduct and take appropriate steps to deal with it.</li> <li>6. To assist with general administration</li> <li>7. To comply with the school's Health and Safety Policy and Equal Opportunities Policy</li> <li>8. To carry out other duties as may reasonably be required from time to time.</li> </ol>



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.

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

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The postholder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities

This job description is current at the date shown, but in consultation with you, may be changed by the head teacher to reflect or anticipate changes to the job commensurate with the grade and job title.