

DESIGNATION	PA to Headteacher (including supervising 6 <sup>th</sup> form area)
GRADE	SO2 £34,689 Fulltime (All Year Round)
RESPONSIBLE TO	Headteacher

## JOB PURPOSE

To ensure that the Headteacher's office and associated areas run smoothly and efficiently by undertaking a proactive role along with the use of a high level of skills.

As PA to the Headteacher, the postholder has to liaise with a very wide range of people and organisations – students, parents, staff, LEA officers, government officials, visitors to the school. This frequently involves not only sensitivity and confidentiality but also requires the postholder to take considerable responsibility and to take decisions. The Headteacher is not always on hand and the PA will have to solve problems, deal with various crises and often represent the school. The postholder will have to prioritise and balance the many and varying demands that arise.

Whilst there is no direct line management of staff, there is a constant need for the supervision and the monitoring of outputs from the school. This may include some management or direction of a wide range of staff to ensure that the quality of work is acceptable and delivered on time.

## DUTIES AND RESPONSIBILITIES

- To manage the diary and schedule of the Headteacher, ensuring that appointments are recorded, meetings are prioritised, the headteacher is informed of changes to the schedule, ensuring that appropriate information/papers are available for meetings.
- To manage meetings, ensuring that the headteacher is informed of meetings, attendees are invited, agendas are circulated where appropriate, relevant papers are collated and circulated, minutes are taken when requested, refreshments are provided as appropriate.
- To complete written correspondence and other documents for the headteacher, ensuring that written correspondence is completed to agreed standards and time-scales, presentations are prepared using templates as necessary, spreadsheets and databases are created and maintained as requested.
- To provide ICT support to a high standard, using word processing, desktop publishing, databases, powerpoint, etc, to produce letters, documents, reports, pro-formas, etc.
- To liaise with parents/public/outside agencies at the request of the headteacher and other members of the Leadership Team on often sensitive, confidential or difficult situations.
- To manage incoming telephone calls, ensuring that calls are filtered, dealt with or directed to the appropriate person to deal with, messages are taken where the appropriate person is not available.
- To support the Clerk to the Governors by co-ordinating meetings, eg. main meetings, committees, exclusions, etc, and the provisions of appropriate paper work.
- To facilitate staff training sessions and meetings, ensuring that the venue is booked, materials are distributed and refreshments are arranged.
- To edit and produce school publications from inception to distribution, including the Parents Newsletter, Staff Handbook and Policies Handbook.
- To support the school in recruitment processes, by preparing advertisements, negotiating rates, the production of associated paperwork for distribution, information to candidates, arrangements for interview days, etc.
- To organise and supervise for Parents Evenings, Open Days/Evenings, etc.
- To work flexibly and supervise the allocated 6<sup>th</sup> Form study area.
- To undertake a variety of administrative duties and/or ad hoc research with the Leadership Team as required, ensuring that projects are appropriately planned and co-ordinated and are completed to deadlines.