



**Middlesex Learning Trust  
and  
The Compton School**

**Job Description**

<b>Post:</b>	<b>PA</b>
<b>Reports to:</b>	Headteacher of The Compton School
<b>Grade:</b>	Scale Point 23 - 26
<b>Hours of work:</b>	<b>Full time (term time only plus an additional 5-7 days during the holiday)</b>

**Purpose of Job**

---

The post holder will provide high quality administrative support for the Headteacher, ensuring the smooth and effective running of the School. We are looking for a person who has an excellent level of numeracy, literacy and IT skills, (*MS Word, PowerPoint and Excel essential*); is creative and has the ability to plan and organise projects and events. **(Please refer to the Person Specification for the essential skills and experience needed)**

**Main Duties and Responsibilities**

---

**PA to the Headteacher**

- Act as a first point of contact for Headteacher
- Manage Headteacher diary and calendar including setting up and administering meetings
- Set up, create and compile paper work including accessing online data
- Set up online surveys
- Draft letters on behalf of the Headteacher
- Set up and organise external events at the school as required
- Liaise with external parties on behalf of the Headteacher

January 2019

- Complete monthly expenses on behalf of the Headteacher
- Co-ordination of whole school events, e.g. Open Evening /INSET days
- Organisation of hospitality for key events
- Creating Marketing and Publicity materials for the school and the MLT
- Produce reports using SIMS
- Produce presentations as required
- Taking minutes at meetings when required for TCS and MLT

### **Recruitment**

- To collate applications, take up references, organise interviews and process necessary paperwork for the person who is appointed, before passing on to the Business Administrator and Business Manager
- To ensure that appropriate Safeguarding checks have been carried out.
- Obtain references for interview candidates and pass to SLT link for approval
- Produce programme for the day of interviews in conjunction with SLT link and circulate to relevant members of staff to ensure cover is in place

### **Other**

- Budget holder of School Hospitality budget and associated activities
  - Management of Staff Association funds and associated activities
  - Manage the Compton office email address and distribute emails to the wider school accordingly
  - Manage mail and distribute accordingly
  - Support for other members of the Senior Leadership Team on events/meetings as required
  - To support the headteacher with MLT projects
  - Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities and grading of the post
- 

### **Safeguarding Children:**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to DBS Barred list and Enhanced Disclosure checks.

### **Promotion of school**

---

- To make a **positive contribution** to the life of the school and exemplify the **school vision and values**
  - To promote, advocate and follow all **school policies**.
- 

### **General**

- This job description sets out the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out

January 2019

- Such duties and responsibilities may be updated from time to time to reflect any changes to School HR procedures. Only significant additional duties or responsibilities as required by the Headteacher will render the grade of the post liable for re-evaluation
  - Much of the work undertaken within the School is of a highly confidential nature. The post holder must at all times maintain confidentiality
  - The post holder must be aware of and understand the School's Safeguarding Policy and ensure at all times that the duties of the post are carried out in accordance with the policy
  - The post holder must ensure compliance with all health and safety legislation and associated codes of practice and school policies.
-