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**St. Ignatius College**

**PA to Headteacher**

**Job Description**

<b>Responsible to:</b>	Headteacher / Business Manager
<b>Actual salary range:</b>	Salary Scale SO1 £27,847 - £ 29,566 per annum actual salary (Points 29-31)
<b>Hours:</b>	36 hours per week plus 2.5 hours contractual overtime per week 8.15 am to 4.30 pm Monday to Thursday (30 minute lunch inclusive) 8.15 am to 4.15 pm Friday (30 minute lunch break inclusive) 41 weeks per annum

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**JOB PURPOSE:**

To be a Personal Assistant to the Headteacher and perform all necessary tasks requested by the Headteacher. To undertake a full range of secretarial and administrative duties for the Headteacher and to ensure the efficient and effective running of their daily business.

**Main Duties and Responsibilities**

- Act as a first point of contact within the school for staff, trustees, governors, local authorities, parents and others seeking contact with the Headteacher.
- To assist the Headteacher in organising their administrative workload.
- Liaising with the Headteacher regarding the events of the day and following up resultant actions.
- Maintain complex diary management for the Headteacher, arranging appointments and meetings as appropriate and ensuring that they are adequately briefed and have all relevant papers to be discussed.
- Make necessary travel arrangements for the Headteacher.
- To provide support to the Headteacher in managing concerns, issues and queries raised by parents/carers external agencies and staff as required.
- Assemble and prepare papers required by the Headteacher to attend meetings, prepare reports, or reply to requests for information.
- Ensure that papers are given to the Headteacher for the next day's meetings and that any instructions/directions are obtained prior to the meeting.

- Ensure the maintenance of clear and effective filing, records and other systems and to keep them updated.
- Arrange a variety of weekly meetings and when required, take accurate notes/ minutes and to ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.
- To organise systems to ensure that tasks and correspondence are actioned by the Head teacher in due time, including drafting routine correspondence
- Sort and prioritise incoming post and filter telephone calls before passing them to the Headteacher and wider Senior Leadership Team, if it is deemed necessary.
- To draft correspondence and other documentation to the Headteacher's specification.
- Make any telephone calls as requested by the Headteacher and follow up any resultant actions
- To deal with electronic mail, both incoming and outgoing, in a secure manner.
- To initiate routine and non-routine communication with minimal recourse to the Headteacher.
- Support the Senior Leadership Team in the organisation and detailed planning of special events.
- To complete LA, DFE and other returns as necessary.
- Organise workload and prioritise on a daily basis using own initiative and knowledge of the work with minimum supervision from the Headteacher.
- Maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils. Respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.
- Collate and update the various whole school reports such as the SIP, SEF, Annual Reports and Reports to Governors etc. as directed.
- Provide a full secretarial and administrative service to the Headteacher including communication with Governors, staff and other stakeholders.
- Maintain and update, on a timely basis, the School Single Central Record in conjunction with the Business Manager.
- Deal with all correspondence, arrange meetings, liaise with external bodies, photocopying etc. related to exclusions and managed moves.

### **Recruitment**

- Oversee the school recruitment process, with support from other Administrative staff when required, including placements of adverts, devising interview programme, contacting candidates and completing accompanying paperwork.

### **Additional Duties**

- Provide hospitality / refreshments as necessary
- Support and attend events (which may be outside of your normal working hours) as directed by the Headteacher / Business Manager (overtime will be offered for such events).
- To support the Receptionist in dealing with difficult enquiries or challenging visitors.
- To maintain a tidy and clean kitchen area, this will be a shared responsibility for administration staff.
- Undertake general administrative duties, including Reprographics.
- Cover in Reception when necessary.
- Provide cover for absent colleagues when necessary including Student Services and the Sixth Form.

- Supervise pupils during the lunch period as directed.
- Support other Staff in their roles, in line with School priorities.
- To be or a willingness to be First Aid trained and to maintain this qualification.
- To attend meetings and produce minutes as directed by the Business Manager (on occasion this will involve working outside of school hours for which additional hours will be paid).
- This job description sets out only the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out.
- Such duties and responsibilities may be updated from time to time to reflect any changes to the College. Only significant additional duties or responsibilities as required by the Head teacher / SLT will render the grade of the post liable for re-evaluation.

Any other duties within the scale of the post.

Lunch break for all administrative staff will be staggered and at the direction of the Business Manager.

### **Employee Responsibilities**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support School Policies.
- To comply with the school's Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate.
- To comply with the School's Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post.
- To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- 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.
- 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

### **Expectations of all Staff (Teaching & Support)**

- Support the Headteacher and SLT in creating a culture for learning, high standards of achievement and success for all the students.
- Fulfil your duty of care for all the students in classrooms and around the buildings.
- Carry out all duties and responsibilities in accordance with the school's Mission Statement, contents of the Staff Handbook, policies, current practice and your duty of care for the students' well-being and safety; not to do anything to bring the name or ethos of the school into disrepute.
- Work flexibly as a member of a team, and undertake such other duties as may be required within the scope of this post.
- Deal with enquiries efficiently and sensitively.

- Ensure absolute confidentiality in all matters relating to the students, staff and school business.
- You will ensure that the duties of the post are undertaken with due regard to the School's Health & Safety Policy and to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant subordinate legislation.
- Attend and participate in relevant meetings, training, performance development and other activities as required.
- To liaise with parents/carers in a calm and professional manner, dealing with enquiries and complaints, and being mindful of the school's reputation.

The person specification outlines what is desirable for the College; other strong experience and qualifications may be considered.

### **Person Specification**

- To be highly competent in word processing, spreadsheet PowerPoint presentations and have good general computer literacy skills.
- Excellent IT skills including Word, EXCEL, email and the internet.
- Experience of producing reports, mail merge, tables and data. Using Microsoft Office to include documents in Word, Excel Spreadsheets and working from data bases, as and when requested by the Headteacher and/or the Governing Body.
- Be flexible in his or her approach, willing to work as a team player and to be positive, committed and self-sufficient, taking pride in their work and organising their workload to ensure all deadlines are met.
- An excellent telephone manner, calm approach and professional attitude.
- Ability to absorb and understand a wide range of information.
- Be open to training and development to meet the ever changing demands and opportunities of working in a school as and when they arise.
- Thorough attention to detail
- Demonstrable administrative experience working at a senior level dealing with complex administrative tasks.
- Ability to work without supervision and meet deadlines while coping with frequent interruptions.
- Ability to liaise effectively with parents and other stake holders.
- An understanding of the necessity for maintaining strict confidentiality where appropriate.
- Be professional in all aspects of their work including presentation and dress code.
- Ensure that all work is completed to high standards and that deadlines are met.
- Be (or become) skilled in the use of the school information database system (SIMS).
- To be solution focused and have the initiative and research skills to acquire information when required, or to acquire appropriate help.
- Be able to communicate effectively with parents and carers, external agencies and other stakeholders.