

### JOB DESCRIPTION

<b>Job Title</b>
PA to the Executive Headteacher and Heads of School
<b>Salary Range</b>
Grade F (15-18)
<b>Line Management Responsibilities</b>
Up to 5 employees
<b>Line Manager</b>
HR Advisor or Business Manager
<b>Base Location</b>
Secondary Schools
<b>Purpose of Role</b>
<p>This is a senior administrative role, providing high-level PA and administrative support to the Headteacher(s) and SLT, and assisting with general administration support to the business team.</p> <p>Act as the first point of contact for staff, governors, parents and others seeking contact with the Headteacher(s). The ability to deal with matters with confidentiality and sensitivity are a key part of this role.</p> <p>Provide full line management support to administrative staff with admissions responsibilities.</p> <p>The following is an outline of the duties that are expected of the PA to the Headteacher(s). It is not a comprehensive or exclusive list and duties may be varied from time to time, according to the needs of the School and the children.</p>
<b>Key Accountabilities</b>
<ul style="list-style-type: none"> <li>Responsible for provision of efficient and effective support systems and procedures to ensure the smooth running and organisation of the Executive Headteacher/Headteacher's and SLT office</li> </ul>

- Receive the Headteacher's telephone calls and any visitors scheduling to see the Executive Headteacher/Headteacher. Answer routine queries as appropriate and refer more complex or sensitive matters to the appropriate member of staff or Headteacher. Control access to the Executive Headteacher/Headteacher, using your initiative to make judgements based upon the Executive Headteacher/Headteacher's current priorities.
- Receive, open and organise the Headteachers' mail and take appropriate action. Organise the Executive Headteacher/Headteachers' diaries, working closely with the Executive Headteacher/Headteachers in planning and managing their schedule.
- Manage verbal and written communications on behalf of, and in conjunction with the Executive Headteacher/Headteachers; ensuring the highest quality presentation of documents, which should reflect the schools' ethos.
- Collate and prepare information for meetings attended by the Executive Headteacher/Headteacher. As directed, arrange meetings, attend meetings to take minutes and prepare minutes for circulation as appropriate.
- Support the provision of advice and information on the schools' admissions procedure to parents
- Liaise with school leaders, Plymouth CAST SELT, the clerk to governors and the Local Authority regarding admission appeals, ensuring that procedures have been followed
- Responsible for 'School tour' section of the school website
- Keep information on admissions page up to date
- Prepare accurate formal exclusion letters for the Headteachers, ensuring that the letters and processes comply with legislation
- Ensure an accurate record of student exclusions in collaboration with relevant senior leaders.
- Liaise with the clerk to governors regarding exclusion appeals and permanent exclusions, ensuring that procedures have been followed
- Support the SLT with various admin functions such as school calendar preparation, letter approvals, communication with parents by ensuring a presence on both school sites at agreed times of the week.
- Support the arrangement, organisation and preparation of school events and receptions under the direction of the Headteachers.
- Monitor and maintain the school email inbox, ensuring emails are dealt with swiftly by the appropriate person
- Support the compilation and distribution of regular newsletters to parents, in collaboration with the Heads of School and SLT
- Support the SLT by being the first point of contact for formal complaints, taking details and ensuring the relevant person responds in line with the Plymouth CAST Complaints Policy
- Provide reception and hospitality for the school visitors meeting the Executive Headteacher/Headteacher.
- Supporting the management of parents'/visitors'/pupils' enquiries, including school tours in collaboration with other key colleagues.
- Arrange meetings, travel arrangements and refreshments as required.
- Model a courteous, helpful, and responsible senior administrative presence for the school
- Responsible for 'School tour' section of the school website

- Provide advice and guidance to parents as appropriate and promote the school at all times
- Liaise with the Executive PA at St Edward's, Poole to ensure coherence of the work between schools for the Executive Headteacher

### **Knowledge and Experience**

- GCSE grade C/4 or higher in English and Maths. Further qualifications in Admin and Business would be beneficial.
- Excellent research and report writing skills
- Developed advising, guiding and persuasive skills with parents
- Knowledge of the procedures for a range of tasks acquired through previous training and experience
- Analytical and judgemental skills to interpret information and situations and to solve varied problems
- Experience of providing high level administrative support, be organised and experience of using IT systems

### **Personal Qualities**

- An honest and open approach with high levels of integrity.
- An effective role model for the standards of behaviour expected of students
- An ability to work under pressure and to deadlines managing conflicting priorities; to evaluate impact and make independent judgements.
- Can communicate effectively, dealing with a variety of queries/problems and a wide range of people.
- Must have effective listening skills.
- Can handle confidential information and data
- A sensitivity and empathy to working within a faith environment, and a strong alignment with the values of the Catholic Church

### **Expected Outcomes**

- Contribute to maintaining accurately the Management Information Systems and procedures in accordance with financial regulations, standing orders, school policies and legal obligations placed upon it
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Represent the SLT team at management/staff/other appropriate meetings
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be an effective role model for the standards of behaviour expected of staff
- Contribute to the overall ethos/work/aims of the Trust
- Attend relevant meetings as required

- Participate in training, other learning activities and performance development as required
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character of the job or the level of responsibility entailed.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.