



St Philomena's

Catholic High School for Girls

JOB DESCRIPTION

Post Title	PA to the Headteacher
Salary Scale:	Scale Point: 5/6, 22-28 (£22,506 - £26,805) pro rata depending on experience
Working Hours:	36 hours per week, Full time (Holidays to be taken in school closure periods) Monday – Thursday: 10.00am – 6.15pm, Friday: 10.00am – 6.00pm The post holder may be required to work on Saturday mornings, usually no more than three Saturdays per term. Flexibility will also be required by the post holder during term time where there may be some late evenings especially on Fridays. Time off in lieu (TOIL) will be arranged during school holidays. School Holiday Hours - Altered working times during school closure period.
Purpose:	<ul style="list-style-type: none"> To provide a confidential and personal service to the Headteacher and to support the Senior Leadership Team. Ensuring the Headteachers' workload is prioritised to meet varied and conflicting needs. To devise, maintain and monitor effective administration that enable the Headteacher and SLT to fulfil their responsibilities.
Reporting to:	Headteacher
Disclosure level	Enhanced

Specific Duties

	<ul style="list-style-type: none"> Maintain the highest level of confidentiality at all times. To be the initial, confidential point of contact for Headteacher, either on the telephone or in person. Although the Headteacher operates an 'open door' policy, this will involve dealing with a variety of issues, sometimes complex, advising on school policies and procedures, using initiative and where appropriate without referring to the Headteacher wherever possible (and appropriate). To act as an ambassador of the school and Headteacher in all matters. Daily meeting with Headteacher to review needs and priorities. Provide effective secretarial and administrative support including drafting general correspondence, reports, school policies, mail merges, press releases, invitations and so forth on behalf of the Headteacher with speed and accuracy. Remain conversant with the Headteacher's workload on an on-going basis, managing the diary to ensure that urgent and/or important appointments are given priority and efficient use is made of the Headteacher's time, providing all paperwork for meetings in advance. Including: liaison with relevant staff to avoid potential clashes, using initiative to reprioritise changing commitments, and taking immediate action by ensuring critical issues are immediately referred to appropriate personnel.
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	<ul style="list-style-type: none"> • Deal with parental queries in the absence of the Headteacher and decide what matters should be referred to the Headteacher or delegated to others, ie member of Senior Leadership Team, Head of Year, Form Tutor. The post holder will have the freedom to be creative and take actions independently. • Act as a link between staff and the Headteacher. • Liaise with external agencies as and when required. • Quality control all communication being sent from various members of staff on behalf of the Headteacher to ensure correspondence has first been approved by the Headteacher. • Screen and prioritise telephone calls and other queries from parents and other parties as well as making phone calls as directed by the Headteacher. • Be responsible for processing all outgoing and incoming mail for the Headteacher: postal and emails – redirect, respond or refer as necessary (this also includes internal mail from London Borough of Sutton). • Organise meetings and appointments, prepare agendas and papers, minute take to include confidential meetings and hearings (staff and students). • Manage the Headteacher’s diary, arrange appointments, meet, greet and offer hospitality to visitors. • Set up and maintain filing system for the Headteacher in compliance with Data Protection Act 1998 and the General Data Protection Regulation from 25th May 2018. • Review and archive relevant information and all files related to the Headteacher annually complying with Data protection regulations (GDPR regulations as of 25th May 2018). • To use discretion in providing information both within and outside school. • Be responsible for the coordination and production of the weekly school bulletin another school communications. • Complete student references for employment. • To be part of the First Aid Team (training provided). • To assist with school communications including updating the school website as required/necessary, google drive, PARS and electronic and paper communication methods.
<p>LINE MANAGEMENT OF THE COVER COORDINATOR</p>	<ul style="list-style-type: none"> • To line manage the Cover Coordinator and ensure that all arrangements for cover for absent teachers including deploying cover supervisors, arranging supply teachers are undertaken and the school is compliant with the provisions in STPCD around "Rarely Cover" in connection with requesting cover by teaching colleagues.

	<ul style="list-style-type: none"> • To monitor to quality of cover provision and support Cover Coordinator in their role. • In the absence of the Personnel Officer and Business Manager, ensuring that safeguarding requirements and other relevant regulations are in place and adhered to for supply staff. • To ensure that there has been communication with the Personnel Officer over preferred supply agencies. • Promote continuing CPD for the Cover Coordinator.
FIRST AID	<ul style="list-style-type: none"> • Join a team of 18 First Aiders who care for sick students, arrange first aid as necessary and contact parents where required. First Aid Training is provided. • To deal with sick students and administer first aid if required. • From 3.30pm – 6.15pm be the first port of call for first aid and emergencies. Other First Aiders are on hand to assist.
GENERAL CLERICAL DUTIES	<ul style="list-style-type: none"> • To contribute to development of administrative systems and office procedures and whole school compliant with GDPR. • Draft and produce routine correspondence in all formats, and respond to enquiries. • Compose and produce notes of meetings, reports and letters, observing confidentiality at all times. • Maintain and update effective office systems including forward planning, effective diary and e-mail management. • To assist with display materials. • Assist with induction and training of new staff members in administrative systems.
SUPPORT FOR THE SCHOOL	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. • Participate in training and other learning activities as required. • Attend and participate in regular meetings. • Respect confidentiality at all times. • To carry out any such comparable duties as may be required by the school. • A flexible attitude to all duties is required.

CONTINUOUS PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> • In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with developments related to school efficiency which lead to improvements in the day to day running of the school. • Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available. • Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice. • To attend relevant training and development courses as required and identified during performance appraisals.
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Other Specific Duties

Health and Safety

To work within and ensure staff and student compliance with the School Health and Safety Policy.

Equality and Diversity

Work within and promote compliance with the Equality Act (2010) through the School’s Equality Duty Information and Objectives Document.

Training and Development

To attend relevant training and development courses as required and identified during performance appraisals. The performance and development needs of the post holder will be reviewed at least once a year by the line manager.

To undertake such other duties, as required by your line manager, commensurate with the seniority of the post.

Safeguarding

St Philomena’s is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires an enhanced Disclosure and Barring Service check.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Holidays must be taken during school closure periods (school holidays).

St Philomena’s is a non-smoking site.

Signature:

Date:

Headteacher’s signature:

Date: