

Job Description



Post title: PA to Executive Headteacher
Grade: PO1, 35 hours per week Term Time + 2 weeks
Responsible to: Executive Headteacher
Responsible for: Temporary staff as required

Purpose of the job

- To provide high level PA support to the Executive Headteacher with day to day work, being fully aware of school objectives.
- Enable the Executive Headteacher to maintain current list of initiatives, ensuring optimum use of their time.
- Provide consolidated reporting, presentations and project management for key initiatives as required.
- To ensure the organisation contributes to the effectiveness of the school and support the learning of children and young people.

The main areas of responsibility will be:

- Provide a confidential and efficient PA service to the Executive Headteacher including diary and inbox management and managing contacts and distribution lists
- To service meetings and telephone appointments for the Executive Headteacher, including minute taking as required.
- Act as a first point of contact for the Executive Headteacher, managing any queries as necessary and taking accurate and concise details.
- Co-ordinate, update and distribute the weekly bulletin.
- Manage and prepare key school documents, including but not limited to the School Priority of Tasks (SPOT) and school holiday schedule.
- Initiate and prepare agendas and papers for internal meetings, set up rooms, prepare refreshments, take comprehensive minutes across a wide range of meetings and follow up agreed actions.
- To organise and support governing body and committee meetings in liaison with the clerk to Governors, ensuring relevant documents are collated for distribution and following up any actions from meetings.
- Process all paperwork from and on behalf of the Executive Headteacher including documents, correspondence and post.
- Produce confidential correspondence and reports on behalf of the Executive Headteacher.
- Dealing with enquires from staff, pupils and visitors in a polite, professional and prompt manner.
- Organise school visits for potential new admissions.
- Liaising with parents, the local authority and any other outside agencies as necessary.
- Create and maintain accurate and confidential filing and record keeping systems.
- To manage / coordinate events and training as required.
- Coordinate the collation of Teachers' annual appraisal paperwork on behalf of the Executive Headteacher.
- Travel planning for Executive Headteacher, preparing itineraries and travel and accommodation bookings as required.
- To assist and support the Associate Headteacher and Deputy Heads as required.
- Prepare communications to stakeholders including staff, parents, governors and third parties on behalf of the Executive Headteacher and Senior Leadership Team, including PowerPoint presentations.
- To work collaboratively with Business & Administration Team.

Additional responsibilities and general requirements

- Undertaking any professional duties commensurate with the grade of the post, reasonably delegated by the Executive Headteacher or Senior Management Team
- Showing commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
- Participating in the school's appraisal and professional development arrangements, ensuring that objectives are set and met within the agreed time-scale
- Attending and participating in relevant training (including training and development days), sharing the knowledge and ideas gained with colleagues

Variation Clause:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Executive Headteacher in consultation with the Post Holder.
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Flexibility Clause:

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the school's other sections or departments.

Signed by:

Post holder _____ **Date** _____

Headteacher _____ **Date** _____

Person Specification



Post title: PA to Executive & Associate Headteacher
Grade: PO1, 35 hours per week Term Time + 2 weeks
Responsible to: Executive Headteacher
Responsible for: Temporary staff as required

Selection criteria – please address these in your personal statement		Essential	Desirable
Knowledge, Qualifications and experience	1. Educated to at least Level 4 including GCSEs in English and Maths, at grade A-C	✓	
	2. Experience of supporting at Senior Manager/Headteacher level	✓	
	3. Substantial administrative experience at a senior level	✓	
	4. Experience of working in a school environment and ability to work and support in a non-mainstream setting		✓
	5. Experience of using and maintaining School MIS or other databases		✓
	6. Knowledge of SEN and EHCP administration processes		✓
Skills	7. Excellent minute taking skills with experience of servicing management level meetings	✓	
	8. Advanced typing skills	✓	
	9. Ability to build and maintain excellent professional relationships with children, parents, colleagues and across agencies, dealing sensitively with people and resolving conflicts	✓	
	10. Excellent level of skills in Microsoft Office packages including Word, Excel and Outlook, PowerPoint	✓	
	11. Ability to demonstrate excellent written and oral communication skills	✓	
	12. Ability to investigate and resolve issues and make decisions within defined parameters	✓	
	13. Ability to organise work effectively, prioritising and managing time, working under pressure to meet deadlines and setting personal goals	✓	
Personal qualities	14. Ambition, energy, enthusiasm, determination and drive	✓	
	15. Self starter with the ability to motivate and lead by example	✓	
	16. Resilience, reliability, professionalism and integrity	✓	
	17. Thoroughness and efficiency with an attention to detail	✓	
	18. Commitment to developing the role by undertaking CPD and seeking out opportunities to enhance and update practice	✓	
	19. Positive work ethic – being flexible and willing to 'go the extra mile'	✓	
Other	20. A DBS enhanced disclosure that is satisfactory to the School	✓	
	21. Flexible working hours, which may involve occasional out of hours work including holidays to meet the needs of the school	✓	

Phoenix School is committed to the safeguarding and welfare of our children and young people and expects all our staff and volunteers to share this commitment.