

**Job Description – PA to Headteacher**

**Responsible to: Headteacher**

**Hours: 25 hrs/week**

**Weeks per year: 41 (Term Time plus 2 weeks)**

**Salary: Dorset Grade 6 £11,662 - £12,375**

**Job Purpose:**

* **P.A.** To provide an efficient and confidential secretarial and administrative support to the Headteacher and leadership team, to arrange meetings, deal with correspondence, minutes of meetings, telephone calls and visitors for and on behalf of the Headteacher.
* **Admin/HR** To provide efficient administrative support, to ensure compliance with the school administrative and reporting requirements, including undertaking manual and computer data entry/extraction and other administrative duties.

**Main Job Purpose**

**P.A.**

1. To provide an efficient, effective and confidential secretarial and administrative support service to the Headteacher/LT, including correspondence, reports, agendas, minutes, policies and composing replies to routine correspondence.
2. To receive and deal, in the first instance, with the Head’s telephone calls and any visitors requesting to see the Headteacher. Answer non-routine queries as appropriate, referring more complex and/or sensitive matters to the appropriate member of staff.
3. To receive, open and organise the Head’s mail and take appropriate action e.g. rerouting, responding and passing to appropriate staff for action.
4. To organise appointments.
5. To organise the Head’s diary, working closely with the Head in planning and managing their schedule.
6. Collate and prepare information for meetings attended by the Headteacher. As directed, arrange meetings and prepare minutes for circulation as appropriate.
7. To set up and maintain filing systems and various other records, manual and computerised systems, as appropriate, to support the work of the Head/LT.

# **Admin/HR**

1. To administer the pupil exclusion processes, including fixed term exclusions as well as permanent exclusions.
2. To undertake administration of recruitment procedure for new staff; including advertising procedures (including on the web site) and production of standard information packs.
3. To undertake administration of Personnel records.

**PR**

To liaise with marketing consultants, members of the press and the community as and when required. Act as an ambassador for The Grange School.

**Other duties**

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.