



TITLE OF POST:	PA to Headteacher
GRADE:	Scale SO1 NJC 23 – 25 (Pro rata £26,576.79 - £27,420.54)
PURPOSE OF POST:	To provide full PA support to the Head Teacher
DATE OF APPOINTMENT:	May 2021 (6 month fixed term contract)
LINE MANAGER:	Head teacher / Executive Head
HOURS:	36 hours per week, 39 weeks term-time + 5 INSET Day total of 40 weeks per academic year. To work flexibly between the hours of 8am and 4.00pm (some flexibility in hours for the right candidate) <i>APT&C Conditions of Service</i>

JOB DESCRIPTION

a) Administrative Support

To be responsible for providing a complete administrative service to the Head of School to include:

- Routine correspondence, including dealing with incoming and outgoing email/ post, circulating information, drafting responses and prompting action as required, ensuring the Head's office has the equipment and supplies needed for his/her work.
- Filtering telephone calls and fielding in person enquires, taking messages, prioritising and relaying information and responding to queries directly where appropriate.
- Managing diary arrangements where necessary, including setting up meetings and appointments and liaising with people at all levels both inside and outside the school.
- Providing a full range of PA services, including: preparation of documents, reports, letters, newsletters, emails, spreadsheets, presentations, minute taking, managing and maintaining efficient systems for the storage and prompt retrieval of information.
- Develop systems for dealing with the pressures of the work through forward planning.
- Arranging travel and accommodation.
- To be responsible for managing and maintaining administrative arrangements for permanent exclusion through liaison with the Clerk to Governors.
- Design where necessary and manage administrative systems which assist in the operation of the Head Teacher's office.
- To brief the Executive Head Teacher/Head of School each day about the schedule for the day and manage impending deadlines.
- To assist with managing the duty payments for payroll.
- Work with the Operations Manager dual responsibility for retaining set of master keys for offices, classrooms and lifts and other designated areas including maintaining a key register.

b) Marketing

- To make sure that communications being sent out of the Executive Head/Head of School's office are well presented and correct.
- To ensure that all enquiries made are dealt with in a manner which leaves callers with a positive image of their interaction.
- To manage the hospitality issues for daily events and meetings.
- Work with the Marketing Officer to ensure consistent messaging and branding in all communication

d) Cooperation and Participation

- To cooperate with all members of staff, the Governing Body and designated personnel in the Local Authority.



- Support designated staff on projects as agreed with the Headteacher.
- Maintain links with community organisations.
- To manage those staff designated to assist in specific projects as required.

c) General

- Participate in general responsibilities of all Administrative Staff and in special events of the school as a whole.
- It is inevitable that responsibilities and duties will evolve and a review of the post is anticipated.
- The post holder may be required to undertake other tasks on the direction of the Head Teacher.

Barnhill Community High is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



TITLE OF POST:	PA to Executive Leadership Team
GRADE:	Scale S01
PURPOSE OF POST:	To provide full PA/secretarial support to the Executive Head Teacher Head of School and two Deputy Head Teachers
LINE MANAGER:	To be confirmed
HOURS:	36 hours per week, 39 weeks term-time + 5 INSET Days) total of 40 weeks per academic year To work flexibly between the hours of 8.00am and 4.00pm (flexibility in hours for the right person) <i>APT&C Conditions of Service</i>

PERSON SPECIFICATION

	Essential/ Desirable	Process
Experience of working as a Personal Assistant or in a similar role involving diary management, meeting organisation and the provision of proactive support to senior colleagues	Essential	App/Int
Appropriate experience of working with office systems and procedures	Essential	App/Int
The ability to present information in an accurate and appropriate format	Essential	App
Ability to prioritise a busy and varied workload to meet strict deadlines with minimal supervision	Essential	App/Int
Skilled user of Microsoft office 365, with the ability to produce, create and edit documents using Word, Excel, PowerPoint and Outlook	Essential	App/Int
Effective numeracy, literacy and word processing skills.	Essential	App
Experience of handling confidential information and knowledge of Data Protection legislation	Essential	Int
Ability to anticipate the support needs of others and to act appropriately	Essential	Int
Ability to work in a team and have a flexible approach to work	Essential	Int
Commitment to ongoing personal development and training to improve skills base or adapt to changing circumstances	Desirable	Int
Good interpersonal skills and ability to communicate effectively both orally and in writing, including dealing with people at all levels	Essential	App/Int

Process:

App = Application Form

Int = Interview