



# LANGLEY PARK SCHOOL FOR BOYS

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Headteacher – Ms S Munday BA (Hons), PGCE, MA, NPQH

## LANGLEY PARK SCHOOL FOR BOYS

### Job Description

#### **Post: Headteacher's PA**

**Grade:** Scale 6 Points 16 to 20

**Hours:** 36 hours per week / 40 weeks per year (term time – 38 plus 2 weeks across exam results days in summer)

**Accountable to:** Headteacher

#### **Job Purpose:**

**To support the Headteacher in the effective running of the school by providing a high quality secretarial, personal assistance and administrative support for all aspects of school business.**

#### **Responsibilities & Duties:**

##### **Duties to the Headteacher**

- To act as the personal and confidential assistant to the Headteacher, taking overall responsibility for the organisation and management of their office
- Proactive management of all the Headteacher's correspondence especially where necessary to draft responses, to indicate important or urgent matters to them and to redirect mail to other personnel
- Support to the Headteacher in the preparation of speeches, reports and briefing papers for both internal and external publication and responses to Government papers
- To manage the Headteacher's diary of all appointments and meetings, ensuring that it is a workable schedule
- To keep mailing lists up to date and to organise invitations to concerts, drama productions, Prize Giving and school events etc.
- To organise hospitality for internal Headteacher's Meetings and school events as requested by the Headteacher or members of the Senior Leadership Team (SLT)
- To organise travel and accommodation for the Headteacher
- Administer the procedures surrounding the suspension of students (internal and external suspensions)
- To liaise with the Senior Leadership Team as and when appropriate in support of whole school issues
- To attend and minute meetings with the Headteacher and SLT if required
- To attend and take minutes at the weekly staff briefing
- To provide full clerking for the weekly Leadership Group meeting including agenda preparation, papers and minutes
- To track evaluation exercises, reporting and other monitoring tasks that the Headteacher has delegated to staff and ensure timely progress and delivery
- Working with the Headteacher and Admissions Officer to co-ordinate changes to the School Prospectus and other Information Booklet as required, liaising with the printer and proof reading where necessary
- To attend on exam results days and up to 10 days during the summer holidays to provide support to Headteacher and management team
- Working with the Senior Administrator to co-ordinate the arrangements for the annual school prizegiving event

**Duties relating to the Governors:**

- Responsible for all correspondence to Governors including agendas and the papers relating to Governors Meetings and general liaison
- Liaison with the Clerk to the Governors on work relating to the Governing Body
- To organise hospitality and meeting room bookings for all Governors’ and Committee Meetings
- Responsible for ensuring that all policies, both statutory and non-statutory, are in the correct format, up to date and reviewed to the required schedule
- Liaison with chair and or vice chair of governors as required in ensuring policies are up to date and published online and circulated appropriately
- To manage renewal of subscriptions with the Trust Governance Manager on behalf of the Board of Governors (eg the NGA)

**Duties relating to the school website, social media, digital media and marketing:**

- To update and maintain the school website with current news and information
- To coordinate, produce and distribute the weekly newsletter liaising with colleagues across the school as appropriate
- To update the notices posted on the school’s TV screens which are situated around the site
- To liaise with local and national newspapers as necessary for purposes of advertising, or reporting items of interest, including exams results and other school achievements
- Emailing parents with key pieces of information

**Staff Association:**

- To manage the budget for the Staff Association and organise payments for catering, flowers and other sundries
- To coordinate and arrange the end of term staff celebrations with other departments such as catering, finance and premises teams

**Duties specific to the holiday period:**

- Any duties requested by the Headteacher including the attendance on exam days and other days as arranged

**General duties:**

- To provide general support to the admin team within the school as needed, including covering the reception desk, or other admin areas

**Review:**

This job description will be subject to a periodic review and may be amended at any time after consultation with you.

**Issued by:**

**Received by:**

Signed .....  
(Headteacher)

Signed .....  
(Postholder)

Date .....

Date .....

**Langley Park School for Boys**

**PERSON SPECIFICATION**

**Job Title:** Headteacher's PA  
**Grade:** Scale 6 Points 16 to 20

	<b>Essential Requirement</b>	<b>Desirable Requirements</b>
<p><b>Experience:</b></p> <p><b>Qualifications:</b></p>	<p>Previous experience in dealing with the public.</p> <p>A good standard of general education including A-C/Grade 4 or above pass at English O Level/GCSE and relevant vocational qualifications to include word processing and audio typing to Level 2 or equivalent.</p>	<p>Experience working in at least one other school in a clerical/administrative position.</p> <p>Previous experience managing job applications procedures.</p> <p>A Level English MISE training or similar. SIMS training or similar.</p>
<p><b>Knowledge and Skills:</b></p>	<p>A high level of expertise with Windows and Microsoft Office, including word, powerpoint and the web and internet;</p> <p>Good numeracy and communication skills.</p>	<p>Knowledge of DTP applications and related peripherals.</p> <p>First aid knowledge and qualifications.</p> <p>Short hand or speed writing</p> <p>A proven understanding of general administrative and filing systems within Education</p>
<p><b>Aptitudes:</b></p>	<p>Ability to work effectively under pressure and maintain an optimistic and positive attitude.</p> <p>Able to maintain personal drive and energy.</p> <p>Ability to relate well to people at all levels.</p> <p>An aptitude to work as part of a team whilst also being self-motivated and action-orientated.</p> <p>A high level of personal organisation skills.</p> <p>An ability to manage your own personal stress levels.</p> <p>A commitment to provide a quality support to the pupils and parents of LPSB.</p> <p>Personal integrity, dedication and commitment to the school.</p>	<p>A real interest in lifelong learning and the work of schools within the community</p> <p>Being ready to take advantage of additional training towards a more flexible working role within the school</p>
<p><b>Circumstances:</b></p>	<p>Willingness to work irregular hours on occasions.</p>	