



PA JOB DESCRIPTION AND PERSON SPECIFICATION

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

JOB DESCRIPTION:

Job details

Job title:	HEADTEACHER'S PA, HR & PERSONNEL MANAGER
Reporting to:	Headteacher
Grade:	SO1 (£33,351) - Pro rata
Hours:	35 hours per week – Term time only + 10 days
Purpose of Post	To act as Personal Assistant to the Headteacher providing comprehensive and professional administrative support. To plan, co-ordinate and manage the HR and personnel function across the school in liaison with the Headteacher, her Senior Leadership Team (SLT) and Barking & Dagenham HR.

It is intended that the job description be reviewed annually, as appropriate.

The school expects its employees to work flexibly within the framework of the duties and responsibilities specified. This means that the post-holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities. There is also flexibility for the post holder to work remotely during the school term holidays.

As the PA, HR & Personnel Manager, you will have a direct influence and positive impact on the people in our organisation. The successful candidate will benefit from person-to-person interaction and relationship building, supporting employees directly, coordinating, planning and executing HR activities; this may involve guiding senior management through the various HR disciplines i.e., recruitment process, managing absences, interviewing and return to work interviews, employment disputes and other administrative needs, which are important to employees within the school.

The HR function aims overall to deliver effective and efficient support, maintaining the agreed standards of service, to the pupils, staff and parents who make up the school community.

MAIN DUTIES AND RESPONSIBILITIES:

PA to the Headteacher

- Act as a first point of contact within the school for staff, governors, councillors, parents and others seeking contact with the Headteacher.
- Provide PA support to Headteacher, as directed
- Link with borough services as representative to Head Teacher
- Half Termly newsletter to parents
- Parents' Evenings and celebration events

- Staffing and HR systems
- Manage Headteacher's Diary
- Ensure through effective line management and delegation that the following tasks are completed:
 - Enter and retrieve data from the school's staff database, as appropriate, whilst ensuring data protection procedures are followed
 - Ensure the single Central Record is up to date at all times
 - Produce letters home when directed by the Headteacher or delegated member of SLT
 - Proof read all Headteacher's key documents such as Newsletters, press articles and reports to Governors.
 - Maintain an adequate supply of all standard forms in the staffroom
 - Liaise with Borough to arrange meetings, gather information etc on behalf of the Head Teacher
 - Issue lockers to support staff when required
 - Update staffing overview spreadsheet – experience, qualifications, number of years at Beam
 - Aiding Head Teacher with filing systems that are robust and clear
 - Administration for BlueSky
 - Arranging CPD booking of courses through borough
 - Provide support to, SLT and Admin Team when required
 - Ensure designated areas of the website are regularly reviewed and updated as required, reviewing with website admin support staff
 - Update School Travel Plan, carry out yearly review of staff and students, collate and report results
 - Update School emergency procedures & Health and Safety administration documents.
 - Minutes for all Head Teacher's meetings when required.
 - Enter, log, copy and distribute lesson observation records
 - Ongoing SEF input, when required.
 - Provide an efficient word processing service for staff
 - Provide a friendly and efficient service for visitors and general telephone enquiries
 - Responsible for the provision of a recruitment and selection service from advertisement to induction stage – ensuring effective administrative support, good communication between all parties concerned and compliance with Safer Recruitment procedures at all times
 - Maintain staff records and files ensuring security of those of a confidential nature
 - All administration relating to staff INSET/CPD, PGCE/GTP/ECTs, induction programmes for new staff, assistance with performance management, staff resignations, references, staff pigeonholes, keys and swipe cards, Maintain Single Central Record for use by OFSTED, Schools' HR and Borough Finance for salary budgeting purposes
 - Assist the Headteacher in organising her administrative workload recommending items to be dealt with in order of priority.
- Ensure that the Headteacher responds to particular approaches within timescales identified in any agreed priority action list.
- Maintain the diary for the Headteacher, arranging appointments as appropriate, and ensuring that she is adequately briefed on matters to be discussed.
- Make travel arrangements for the Headteacher and to provide care for her visitors, including the provision of refreshments.
- To prepare and submit external DfE returns, notably the Workforce Reform Census.
- To attend and minute senior meetings as required.
- To have an overview and ensure both HR and Whole School Policies are reviewed and updated as needed
- Liaise with senior management concerning priorities, deadlines, policies and procedures.
- Assemble and prepare papers required by the Headteacher to attend meetings, prepare reports, or reply to requests for information.

- Handle all confidential correspondence with discretion.
- Liaise with the Part Time Business Manager where necessary.
- Work alongside the Attendance and Admin Officer and Finance Manager
- Working alongside the Part Time Business Manager to line manage the site team.
- Attend SLT meetings, communicating key information to the administrative team.
- Ensure the maintenance of clear and effective filing, records and other systems and to keep them updated.
- Maintain confidential personnel files for staff as directed by the Headteacher.
- Maintain staff archive files and produce references when requested.
- Assist in the recruitment of staff by placing advertisements, preparing job descriptions, arranging interviews and to remain involved and advise throughout.
- Arrange meetings and when required, take notes. Ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.
- If required, to line manage other staff in the school office
- Sort and prioritise all incoming post, dealing with telephone calls for the Headteacher, and other school post not individually addressed.
- Keep a log of mail received and how it has been dealt with.
- After discussion, draft, as appropriate, outgoing correspondence and school documents that are the direct responsibility of the Headteacher.
- Support the Headteacher and other senior managers in the organisation and detailed planning of special events, such as awards evening and certificate evening.
- Assist in all matters relating to the organisation of the recruitment of teaching staff.
- Foster links between the school and the local community.
- Maintain the Headteacher's filing system.
- Carry out research for the Headteacher/senior management as required on the internet.
- Maintain the school's main email account with the Admin team.
- Attend occasional open evenings, prize giving's and other school events as required.
- Organise workload and prioritise on a daily basis using own initiative and knowledge of the work, with minimum direct supervision from the Headteacher.
- Cover for absent colleagues in the general office as necessary.
- Help with students who are ill or unwell.
- Maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils.
- Respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.
- Communicate with the LEA, outside agencies, parents and the local community and to make contact with any other individuals who have business with the school.

Professional 'know how'

Demonstrates a sound understanding of the knowledge required to carry out the duties described in the job description

HR & Personnel Manager

- To provide advice and guidance to staff, senior managers and governors on HR matters, including pay and conditions, performance management, discipline/behaviour, codes of practice, policies and procedures.
- To work with the Headteacher and Senior Managers to ensure the school's staffing structure and job descriptions are maintained and adjusted to meet changing needs and resources
- To undertake and complete staffing restructures as needed.
- To set up and maintain effective personnel and administrative filing systems – both computerised and manual, in line with Record Retention Guidelines and ensure that data is handled in accordance with statutory provisions and school policies.
- To have oversight of staff absence ensuring all sickness absence paperwork and return to work documentation is completed. Liaise with Cover Manager to ensure that where necessary meetings are arranged with Headteacher where there are absence concerns and prepare paperwork/reports to Occupational Health for instances of repeated or prolonged sickness absence.
- To submit all DBS applications and be responsible for school's Single Central Record ensuring that all employees, agency staff and contractors are compliant and meet with Ofsted Inspectors as needed providing necessary documentation
- To arrange staff disciplinary meetings, ensuring comprehensive paperwork is provided and attend to take minutes
- To be responsible for ensuring all aspects of recruitment for teaching and non-teaching staff are carried out and safeguarding/HR guidelines are followed
- To manage computer personnel software for all school purposes including salaries and production of contracts of employment
- To oversee teaching and support staff salaries, generating incremental changes and review of allowances.
- To process all staff contractual changes and be responsible for submitting all salary information to the School Business Manager or Finance Assistant for submission to payroll provider
- To co-ordinate the implementation of pension auto-enrolment ensuring that all staff are fully aware of process and options and submit necessary information to Teachers Pensions
- To oversee and co-ordinate the administration of Performance Management Reviews for all staff, liaise with SLT to ensure training needs identified for support staff are addressed and also advise on pay progression
- To oversee paperwork re teachers' progression to UPR salaries and ensure accurate records are maintained of all applications both successful and unsuccessful
- To issue Annual Salary Statement letters to all teaching staff
- To attend Personnel surgeries and keep the Headteacher informed of new developments
- Embed HR best practice through policies, procedures and coaching/training initiatives.
- Proactively support management of Employee Relations cases ranging from Discipline, Grievance, Capability/Performance to Absence Management:
- Develop relevant reports to monitor absence, performance reviews & training.

- Monitor sickness absence of staff and highlight concerns to Head, arranging return to work interviews /meetings with staff
- Advise line managers on first steps of the performance management process including disciplinary, grievance & capability and take minutes at Disciplinary, Grievance & Capability Hearings
- Oversee end to end recruitment, onboarding and induction processes in conjunction with the Head and the SLT; produce offer letters, contracts and letters detailing changes in employment conditions.
- Ensure suitable processes in place to enhance performance of our staff, such as equality and diversity, talent management and health and wellbeing and promotion of staff incentive schemes.
- Oversee HR administration and records, including Disclosure checks and right to work documentation.

General

- To work flexibly, undertaking tasks as directed, commensurate with the grade of the post.
- To support the school positively in terms of public relations with parents, visitors, contractors, external agencies and other stakeholders.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- The flow of work is heavy but uneven and the ability to work under pressure at certain times is essential.

Professional standards

- Carry out your role in a professional, positive and proactive manner.
- Come to work suitable dressed, in accordance with the School's Dress Code
- Maintain strict confidentiality with regard to issues relating to pupils, parents, other staff and school business
- Set a good example to students
- Be supportive at all times of the school's aims and ethos
- Work as part of a team to support the team and school objectives
- Aim for high standards of punctuality and attendance

Personal qualities

- | | |
|---|---|
| • Hardworking | E |
| • Good sense of humour | E |
| • Good self-management skills, including the ability to plan one's own and others' time effectively | E |
| • Able to work as part of and lead a team | E |
| • Enjoys working in new and challenging situations | E |
| • A high level of personal integrity and probity | E |
| • Good interpersonal and communication skills | E |
| • Proactive and able to work independently | E |

E - Essential

D - Desirable

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people;

- ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- emotional resilience in working with challenging behaviours; and
- attitudes to use of authority and maintaining discipline

If you are shortlisted, any relevant issues arising from your references will be taken up at interview.

The Selection Panel will be looking for evidence in your application form of your strengths and abilities in relation to the criteria set out in this person specification.

Person specification- HEADTEACHER'S PA/HR & PERSONNEL MANAGER

QUALIFICATIONS	ESSENTIAL	DESIRABLE
NVQ level 2 in Business Administration or equivalent qualification in related area or equivalent experience	✓	
HR management practice	✓	
Current employment law	✓	
HR Information systems	✓	
Be CIPD graduate (or studying toward)		✓
EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of providing high-level support in a busy, politically sensitive environment.	✓	
Experience of working in schools	✓	
Previous HR Officer experience	✓	
Experience of working as part of a team	✓	
Experience of using a wide range of office equipment and ICT software, information systems in an administrative environment.	✓	
Experience of working as a Personal Assistant.	✓	
Experience of producing meeting minutes and documents of a high quality.	✓	
Strong SIMS or Integris knowledge on reporting, recording and maintaining		
KNOWLEDGE	ESSENTIAL	DESIRABLE
Knowledge of and commitment to school policies including Child Protection, Health & Safety and Equal Opportunities.	✓	
High level of ICT skills including knowledge of Microsoft Excel, Word, Power Point and Access.	✓	
HR best practice	✓	
Child protection and safeguarding guidelines	✓	
SKILLS & ABILITIES	ESSENTIAL	DESIRABLE
Excellent telephone manner.	✓	
Excellent literacy and numeracy skills	✓	
Self-starter, work on own initiative, strong organisational skills, and good written communications. Ability to establish priorities and meeting agreed targets and deadlines.	✓	
Demonstrate a clear commitment to the team approach; exchanging ideas and providing support to colleagues.	✓	
Proven high communication skills, oral and written in order to produce detailed reports and memos.	✓	
Ability to deal with people at a variety of levels with politeness, sensitivity, tact and understand the need to respect confidentiality.	✓	

Ability to build effective working relationships with a wide variety of individuals	✓	
Willingness to participate in development and training opportunities.	✓	
Ability and willingness to work in a flexible manner.	✓	
Evidence of well-developed interpersonal skills. Ability to communicate effectively both verbally and in writing, negotiating ability and tact to promote good relationships within and outside the school	✓	
Draw logical and accurate conclusions from sometimes complex information	✓	
Embrace responsibility for identifying sound and effective solutions to a variety of different problems.	✓	
Experience of managing and organising a senior manager's daily and forward work programme.	✓	
Ability to act as minute taker as directed by senior managers	✓	
Demonstrates an attention to detail and an ability to stick at routine tasks	✓	
Ability to set up and develop administrative systems, for checking, monitoring data, budgets and job evaluations and the ability to use information technology to a high degree of expertise	✓	
Ability to ensure the Council's anti-discriminatory strategy and equal opportunities policies are implemented and monitored.	✓	
Professional demeanour, good inter-personal skills and ability to deal with various members of public and senior management.	✓	

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Head Teacher within the grading level of the post and the competence of the post holder.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Employees Signature		Date	
Line Manager's Job Title	HEADTEACHER'S PA, HR & PERSONNEL MANAGER	Date	