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**JOB DESCRIPTION**

**PA TO HEAD TEACHER**

**Hours**: 8:00 am – 4:00 pm, Monday – Friday

**Grade:** 12 - 16

**Salary:** £24,462 - £26,274, pro rata for term time plus 2 weeks

**Job Purpose**:

To work closely with the Head Teacher, and to provide organisational and administrative support in managing the day to day running of the school.

**Key Responsibilities**:

* Ensure the effective and efficient management of office support and incoming enquiries for the Head Teacher
* To organise staff recruitment interview schedules, ensure all paperwork is in place and carry out safer recruitment checks
* Provide direct support in the handling and management of email and written correspondence incoming to the office, prioritising as appropriate
* Ensure the Head Teacher is fully briefed for all meetings with relevant correspondence
* Responsible for diary management, ensuring liaison with all relevant parties to organise meetings and schedules effectively
* Provide full secretarial support in relation to the production of correspondence and records, including word processing, electronic and manual filing systems, production of agendas and taking notes/minutes of meetings, as appropriate

**Duties will include**:

* Maintaining key aspects of compliance, safeguarding and policies
* Organising records and/or administrative support for school events
* Administration support for the preparation and running of meetings and smaller functions for staff and students
* Communication with staff
* Meeting and greeting visitors at all levels of seniority
* Making telephone calls to outside bodies, liaising with parents, screening telephone calls, enquiries and requests and handling them when appropriate
* Travel and hospitality arrangements as needed

**General**

* To present the school in a positive manner at all times
* To carry out any other duties in line with the level of responsibility of the post
* In discharging the duties of the post, have due regard to the provisions of the Health and Safety at Work legislations
* In dealing with members of the school’s community, to be mindful, at all times, of the school’s Equality and Diversity Policy
* Have due regard for the safeguarding and promoting the welfare of children and young people and to follow all child protection policies as adopted by the school

# PERSON SPECIFICATION

**PA TO HEAD TEACHER**

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| Qualifications and Experience |  Experience of working in a similar role as a personal assistant to senior management |
| Skills | * Excellent oral and written English skills * Strong interpersonal skills * Excellent organisational skills, with a high level of efficiency, planning and foresight * Confident in the use of ICT with fast, accurate typing * Excellent telephone manner * The ability to work flexibly, using own initiative and prioritising effectively * The capacity to work accurately under pressure with attention to detail |
| Personal Qualities | * The ability to handle situations with discretion, tact and diplomacy * To show an ability to maintain confidentiality at all times * High levels of personal and professional integrity * High degrees of self-confidence, personal energy and dynamism * Personal warmth, good rapport with pupils, colleagues and parents * Appropriate levels of personal presentation |
| Philosophy and Ethos | * A commitment to safeguarding and promoting the welfare of children and young people * Ability to form and maintain appropriate relationships and personal boundaries with children * A commitment to the ethos and strategic direction of the school |