

VYNERS SCHOOL



PA to Headteacher
Job Description
<p>Core Purpose:</p> <p>To assist the Headteacher (HT) in securing and maintaining the highest quality leadership of the school and to be a key point of contact, representing the school professionally at all times to all internal and external stakeholders. To manage the school's lettings activity throughout the school year.</p>
<p>Core Qualities:</p> <ul style="list-style-type: none">• Personal integrity, confidentiality and discretion• Positive attitude to continuous improvement• High level of commitment to the school• Able to play a part in promoting and safeguarding the welfare of students at the school and to act as an appropriate role model for young people.
<p>Specific Responsibilities:</p> <p>Organisation / administration</p> <p>To be responsible for providing a comprehensive administrative service to the Headteacher such as:</p> <ul style="list-style-type: none">• Providing a full range of secretarial services, including: preparation of documents, reports, letters, emails, spreadsheets, minute taking, managing and maintaining efficient systems for the storage and prompt retrieval of information• Dealing with routine correspondence, including incoming and outgoing post, circulating information, drafting responses and prompting action as required. Passing relevant approved Absence Request sheets to HR Manager.• Filtering telephone enquiries and personal callers, taking messages, prioritising and relaying information and responding to queries directly where appropriate• Dealing with complaints from parents both face-to-face and over the telephone and ensuring the complaint is passed on to the right person/department and sending holding replies as needed.• Ensure the Headteacher is briefed on important correspondence at all times, particularly when away from the office• Managing diary arrangements where necessary, including setting up meetings and appointments and liaising with people at all levels both inside and outside the school including HASH Collaborative, Committee Meetings, Autumn Reviews, SLT Line Management Meetings, IYFA/MM Panel Meetings, Climate Control Checks and PD meetings with MAT CEO.• Design, where necessary, and manage administrative systems which assist in the operation of the Headteacher's office including the use of SIMS, Excel, Word.• Preparing expense claims and organising travel arrangements for the Headteacher• Providing secretarial / administrative support for two Deputy Headteachers.• Posting of documents to the school website as required.• Liaise with Art department for the design of the annual Christmas card. Ensure these are printed and ready for preparation by end of November each year. <p>Safeguarding / Confidentiality</p>

- Managing the Single Central Record for the whole school including permanent contractors ie canteen staff, maintenance staff, cleaning staff and all other external visitors.
- Ensuring all staff DBS Certificates are up-to-date and renewed every 3 years.
- Managing the programme of safeguarding training for all staff, including acting as administrator for the online 'Child Protection' training package, chasing up completion certificates from staff and ensuring all staff complete and sign the 'Safer Working Practices' document on an annual basis.
- Keeping up-to-date with changes to the guidance for DBS applications.

Meetings

- Co-ordinating Senior Leadership Team (SLT) meetings, including preparation of Minutes and Agendas and organising the off-site annual SLT strategic meeting and the overnight Conference twice yearly.
- Organisation and coordination of the Hillingdon Headteachers Conference twice yearly, including liaising with Headteachers, arranging venues, accommodation, facilities etc.
- Organisation of other school events as may be required by the Headteacher, including inviting any special guests on behalf of the Headteacher.
- Arranging whole school staff meetings, including putting domestic arrangements in place.
- Close liaison with School Governors, assisting the Clerk to the Governors with the preparation for GB meetings and other Committee meetings as may be required and responsible for refreshments for these meetings.
- Arrange appointments for SLs and link SLT for Autumn Reviews. Ensure documentation is ready for each department meeting and write-up notes from each meeting.
- Organise Year 11 student interviews with SLT members on an annual basis and organising Year 7 signing the Great Roll Book.

Lettings / Events Management

- To act as primary point of contact for the external hire of school facilities, ensuring that the needs of the school are given priority and that there are no 'clashes during the year.
- To conduct site visits with prospective customers, entering into a dialogue with both customers and the Facilities Manager about their needs and whether they can be successfully accommodated.
- To negotiate hire rates with prospective customers, ensuring that the school recovers all 'out of pocket' costs connected to a booking.
- To ensure that the appropriate paperwork is completed and that incoming lettings supply appropriate paperwork eg in terms of insurance cover etc.
- To work with Finance to ensure that invoices are raised promptly for any bookings and that deposits, where taken, are managed correctly.
- To proactively resolve any internal or external complaints about a booking, recovering the costs of any damage caused to the school site.
- To ensure the lettings section of the website remains up to date and that proactive steps are taken to generate new business.
- To provide a yearly report for Leadership and Governors on the effectiveness of the lettings business (numbers of bookings, profit generated etc).
- Manage room bookings in Lettings Calendar for staff meetings before 8.30am and after 3.30pm.

Alumni

- Building links with ex-students of Vyners
- Compiling and keeping an up-to-date database of all names and contact details
- Corresponding and informing all contacts of school news/results/forthcoming events
- Keeping the website up-to-date with information/photos
- Organising and coordinating alumni events at school as required

Other

- To undertake such other duties as may reasonably required from time to time

Line Manager:

Headteacher

Hours of Work:

8.15am – 4.30pm daily (5.30pm on Thursday), term time only, plus 5 INSET days (total of 193 days).
½ hr unpaid lunch break.

Subject to Line Manager approval, the postholder may attend inset sessions during their normal working hours.

Grade:

This post is paid at Vyners Grade 6

Total Hours:

39.75 hrs per week x 193 days. 1534.25 hours in total

Signed

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(Postholder)

Date

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Signed

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(Line manager)

Date

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VYNERS SCHOOL



PA to Head Teacher

Person Specification

Essential:

- Previous experience of administration / acting as a PA within an office environment
- Excellent interpersonal and influencing skills
- Excellent organisational ability
- Good team player
- Calm, resilient and able to work under pressure/ to deadlines
- Self motivated and showing a high level of drive and initiative
- Flexible and adaptable
- Able to deal professionally with confidential information
- Excellent record of timekeeping and attendance
- Excellent written and oral communication skills
- Excellent IT skills (Word, Excel, powerpoint, Outlook)
- Ability to take notes quickly and accurately
- Able to deal confidently and proactively with a wide range of people eg staff, parents, external agencies, members of the public and pupils
- Proven track record of ability to work independently and autonomously
- Discretion, tact and diplomacy
- Sense of humour

Desirable:

- Previous experience within a school office (or other educational institution), preferably in a secondary school
- Experience of education management information systems (SIMS or similar)
- A willingness to be involved in the wider life of the school, beyond the confines of the job.