

**Job Description – PA to Executive Headteacher**

**Responsible to: Executive Headteacher**

**Hours: 37 hrs/week**

**Weeks per year: 48 (Term Time plus 2 weeks)**

**Salary: Dorset Grade 8 £19,020 - £22,254**

**Job Purpose:**

* **Provide high level administrative support to the Executive Headteacher**

**Key duties**

1. Responsiblity for the organisation of the Executive Headteacher’s electronic calendar.
2. Provide administrative support to the Senior Leadership Team.
3. Deal effectively with all correspondence.
4. Preparation for all meetings to include distribution of agendas, paperwork and minute taking as required.
5. Undertake projects as directed by the Executive Headteacher and Leadership Team.
6. Maintain an orderly and accurate confidential filing system.
7. To administer the student exclusion process.
8. To administer the school detention system.

**PR**

To liaise with marketing consultants, members of the press and the community as and when required. Act as an ambassador for Twynham Learning and Twynham School.

**Knowledge & Experience:**

* Appropriate qualifications and experience.
* Sound working knowledge of Microsoft Office applications and excellent IT skills
* Experience of development, management and operation of administrative systems

**Person Specification**

1. An ability to work independently and be pro-active.
2. Have a meticulous eye for detail.
3. Highly organised.
4. Ability to deal with confidential and sensitive information.
5. Friendly, cheerful and helpful manner.
6. The ability to prioritise own workload.
7. Excellent communication skills.
8. The ability to work under pressure.
9. Ability to be flexible as and when required.

**Other duties**

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.