



JOB DESCRIPTION

JOB TITLE: Headteacher's PA with Clerking Responsibilities

DEPARTMENT / FACULTY: Administration

REPORTS TO: Headteacher & Chair of Trustees

SALARY: Grade 12 £26,421 – £29,777 (Actual Salary £22,339 - £25,176)

WORKING HOURS: 37 hours per week

WORKING WEEKS: 38 weeks, term time only

PAID WEEKS: 44.0877 weeks (including statutory holiday entitlement)

MAIN PURPOSE OF JOB

To ensure the safeguarding of students and make a significant contribution to their efforts to both 'enjoy and achieve'.

Provide highly effective professional, secretarial, administrative and organisational support to the Headteacher and Chair of Trustees.

Every Trustee Board is required by law to have a Clerk. As a Single Academy Trust, we need to be compliant with the Academy Trust Handbook, as well as, meeting the responsibilities of being a company and a charity. The Clerk is accountable to the Trustee Board.

MAIN RESPONSIBILITIES AND DUTIES

- Act as the first point of contact for the Headteacher, ensuring all visitors and callers receive a professional response and are dealt with by the appropriate person.
- Demonstrate confidentiality, discretion and professionalism at all times.
- Liaise daily with the Headteacher regarding the events of the day, Headteacher diary, keeping track of outstanding replies and following up on any consequential actions.
- You will be responsible for advising the Trustee Board on constitutional matters, duties and powers and will work within the broad current legislative framework. You will secure the continuity of Trustee Board business and observe confidentiality requirements.

- Work effectively with the Headteacher, Chair of Trustees, and Committee Chairs before Committee meetings to prepare agendas, taking into account Department for Education (DfE) and Education and Skills Funding Agency (ESFA) issues, and with a focus on school improvement.
- In collaboration with the relevant Chair, produce meeting agendas and collate papers, making them available electronically at least ten working days in advance of the meeting.
- Act as a contact point by managing the school office email as an internal and external ambassador for the school including liaison with external organisations as required.

Diary Management

- Manage and efficiently plan the Headteacher's diary and appointments ensuring effective use is made of the Headteacher's time, taking initiative to reduce the Headteacher's involvement in routine matters.
- Regularly update the Headteacher on key issues, communications, diary appointments, and 'to do' lists.
- Deal proactively with all correspondence.

Administrative

- Deal with the Headteacher's daily correspondence as a priority and in a professional and timely manner, helping to draft responses and preparing correspondence for signing.
- Coordinate and manage all administration for the Headteacher including, emails, letters, phone calls, typing, photocopying, filing, organising meetings, minute taking, and handling visitor itineraries.
- Monitor and follow up on any outstanding actions, for example, letters, decisions, monitoring actions or preparing action plans.
- Coordinate and manage the School Improvement Plan.
- Organise Headteacher Commendations for students, liaising with students and the Media Department.
- Coordinate the day-to-day communication on behalf of the school including the 'Staff Bulletin'.
- Record, collate and coordinate appropriate responses to all compliments and complaints on the school's behalf.
- Maintain appropriate record keeping, ensuring school and Board documents are current, accessible and secure.
- Work with Committee Chairs to maintain current terms of reference, membership of committees, working parties and nominated Link Trustees.
- Ensure school and Board documents on Teams are up to date and relevant and older documents are archived or deleted.
- Maintain records of Trustee correspondence and ensure that confidential information is appropriately filed and password protected.

Senior Leadership Team

- Provide an effective administration support service to the Headteacher and members of the Senior Leadership Team (SLT), to ensure they can undertake their role efficiently.
- Book and co-ordinate Headteacher and SLT travel requirements and complete expenses forms.

Meetings

- Attend twice-weekly SLT meetings, producing agendas, collating documentation where necessary, taking / distributing minutes and keeping a log of actions.
- Liaise with committee Chair's, at least 4 working weeks prior to the next meeting, to receive updates on progress of agreed actions to allow any additional follow up actions to be reported on.
- Advise the Trustee Board on governance, legislation and procedural matters where necessary before, during and after the meeting.
- Maintain and update the Trustee meeting dates for each academic year.
- Maintain Trustee meeting attendance records and minute book.
- Liaise with the school's Minute-Taker to ensure:
 - Clerking is provided for all statutory and non-statutory meetings / committees.
 - You keep up-to-date with key information and any actions for completion.
 - Ensure all draft minutes are sent to the relevant committee Chairs and SLT members for amendment and approval within 5 working days.
 - Ensure any actions from a meeting are passed to the relevant staff member within 2 working days.
- Coordinate, prepare and distribute agendas for school meetings with staff and parents - taking / distributing minutes as necessary and complete any follow up actions.
- Create and prepare, letters, data, reports and documentation for school and Board meetings as required
- Board meetings are typically held in the evening between 5pm and 7pm. You will be required to attend all Full Board meetings (6 a year) and, you may be required to attend other Committee meetings in the absence of our Minute-Taker.

Policies

- Manage the Teams folder and review cycle for all school policies, with the responsibility of ensuring the school remains compliant and old policies are archived. Track policy dates, communicating review dates to SLT leads responsible for any updates.
- Ensure both statutory and good practice policies are in place and up to date and reviewed by SLT in a timely manner before ratification by the Trustee Board. Once approved, liaise with the relevant member of staff to ensure the school website is compliant.
- Comply with all school policies and procedures, particularly those relating to safeguarding, equal opportunities, health and safety, security, confidentiality, behaviour, data protection and reporting any concerns to the Headteacher

Trustee Board

- You will be the central communication point between the school and the Trustee Board, working closely with the Chair of Trustees and the Headteacher.
- Coordinate and manage the Headteacher's report each term, ensuring accurate and timely submission of papers to the Board.
- Ensure that all documentation and information required for Trustee meetings are available on Teams

and ready for the Headteacher and attending Trustees.

- Advise Trustees and appointing bodies of expiry of terms of office so elections / appointments can be organised in a timely manner.
- Maintain the register of Trustee Board pecuniary interests.
- Work with HR to ensure that the Trustee / Member recruitment and induction process is followed, and an accurate record of training is being kept
- Assist with the elections of parent and staff Trustees.
- Implement the Trustee Board’s policy to support new Trustees, ensuring they receive legally required information and documentation and providing advice and support.
- Participate in and contribute to the development of Trustees in areas appropriate to the Clerking role.

ADDITIONAL RESPONSIBILITIES

- Uphold the vision, ethos and high standards of the school and approach the role in a proactive way, playing a full part in the life of the school community.
- Holds a key role in the event of a Fire Evacuation.
- Regularly attend Clerk’s Briefings to keep up-to-date on any sector changes.
- You may also be required to undertake any other related duties as required by the Headteacher or Chair of Trustees.

CONTACTS AND RELATIONSHIPS

Liaises proactively and positively with students, colleagues, Senior Leaders, supply teachers, external agencies, business community, consultants, local schools, colleges and other stakeholders, including Trustees, parents / guardians, visitors, volunteers, consultants, LA and/or Regional Director, local schools and colleges. Promote the school in a positive light and secure the best outcomes for the students of the school; enabling them to have a successful and productive life post Bishop Fox’s School.

Read and understand key documents & policies: **Child Protection & Safeguarding Policy, Keeping Children Safe in Education, Staff Code of Conduct, IT Acceptable Use Policy, and the Data Protection Policy**, ensuring that procedures are adhered to.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder..... **Date**.....

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and training	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Have undertaken training relevant to the post or be willing to undertake further training relevant to the post 	<p>In addition, the successful candidate may:</p> <ul style="list-style-type: none"> • Have relevant qualifications in secretarial skills, administration, business studies or other relevant subject such as NVQ Level 2 or 3 in Business Administration; Higher Professional Diploma in Business Administration; City and Guilds Advanced Diploma; BTEC in Business Studies; Personal Assistant diploma/training course certificate such as CPD Accredited PA Course. • Have an understanding of the education sector
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> • Proficient in various IT packages, e.g. Microsoft Office, Teams etc. • Working in a busy administrative role, demonstrating exemplary practice. • Providing dedicated support to a senior manager. 	<p>In addition, the successful candidate may also have experience of:</p> <ul style="list-style-type: none"> • Working in a school environment • Minute taking experience or training.
Knowledge and skills	<p>The successful candidate will have the ability to:</p> <ul style="list-style-type: none"> • Communicate confidently and effectively using a range of methods. • Effectively respond to challenges and ability to problem solve. • Organise tasks efficiently with strong attention to detail and accuracy. • Be able to take accurate minutes. • Manage multiple tasks and deadlines. • Apply fast and accurate keyboard skills • Handle highly confidential or sensitive information in an appropriate and secure manner • Show discretion and confidentiality • Demonstrate a strong working knowledge of office software and administration systems • Demonstrate a good telephone manner when dealing with a range of callers 	<p>The school would also like the successful candidate to:</p> <ul style="list-style-type: none"> • Have good working knowledge of SIMS, Class Charts.

	<ul style="list-style-type: none"> • To format and type formal letters, reports and documents • Demonstrate a high level of literacy in using the internet, digital devices, software and apps • Be ICT literate 	
Personal qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Excellent time management and organisation skills • A flexible approach towards working practices • High expectations of self and a desire to maintain professional standards • The ability to work both as part of a team and independently • The ability to maintain successful working relationships with colleagues • A commitment to empowering and supporting others <p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Be professionally assertive and clear thinking • Committed to promoting high quality and consistent practices • Dedicated to their professional development. • Able to plan and take control of situations. • Committed to contributing to the wider school and its community. • Capable of handling a demanding workload and successfully prioritising work. • Able to quickly adapt to changes. • Friendly, committed and approachable. • Able to establish and maintain effective working relationships at all levels. • Able to self-evaluate learning needs and actively seek learning opportunities. • Be responsive to the changing needs of the school and maintain a flexible and proactive approach to work. 	