



JOB DESCRIPTION

JOB TITLE: Headteacher's PA

DEPARTMENT / FACULTY: Administration

REPORTS TO: Headteacher & Chair of Trustees

SALARY: Grade 11 - £31,586 – £35,235 (Actual Salary £27,655 - £30,850)

WORKING HOURS: 37 hours per week + 6 evening meetings a year (paid as additional hours)

WORKING WEEKS: 38 weeks, term time only + 5 days to be agreed

PAID WEEKS: 45.65 (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 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.
- 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.
- Responsible for ensuring the School website is compliant and up to date.

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.
- Coordinate, prepare and distribute agendas for school meetings with staff and parents - taking / distributing minutes as necessary and complete any follow up actions.

Policies

- Responsible for managing all school policies, to ensure the school remains compliant. Track policy dates, communicating review dates to SLT leads responsible for any updates.
- Responsible for both, statutory and good practice policies are up to date and reviewed by SLT before ratification by the Trustee Board.
- 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 responsible for advising the Trustee Board on constitutional matters.
- In collaboration with the relevant Chair and Minute- Taker, produce meeting agendas, collate papers and manage any follow up action log.
- Advise the Trustee Board on governance, legislation and procedural matters where necessary before, during and after the meeting.
- Responsible for recruiting, inducting and training, Trustees and Members so elections / appointments can be organised in a timely manner.
- Maintain the register of Trustee Board pecuniary interests along with GIAS and Companies House.

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.
- 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

Liases 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. 	