

JOB DESCRIPTION

PA to Deputy Headteachers (DHTs)

DHTs responsibilities are:

Learning & Teaching

Pupil Assessment

Student Development

Responsible to 2 Deputy Headteachers

Salary attached to post: LGS Scale 8, range 25-28

37 hours per week

52.14 weeks per year

Purpose:

Providing a comprehensive, professional and confidential secretarial service to 2 Deputy Headteachers.

Duties:

- To provide secretarial services to DHTs
- Responsible for supervising and updating CPOMS
- Line Management of Year Administrators
- Clerical support not covered by YAs
- Clerical support to the SEN department
- General clerical work as directed
- Under the direction of the DHTs, to assist AHTs (ITT and HoS) if required
- To attend and assist at school events if required
- Booking courses and follow-up attendance on courses with evaluation forms.

General:

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Date: November 2022