

<b>Job Title</b>	<b>Personal Assistant (PA) to the Headteacher (HT)</b>
<b>Grade</b>	<b>Scale 8</b>
<b>Reports to</b>	<b>HT</b>
<b>Liaison with</b>	HT, Senior Leadership Team (SLT) and all staff.
<b>Responsible for</b>	SLT PAs, Administration and Reception Staff and Reprographics.
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>• To provide a comprehensive, professional and confidential PA service to the HT.</li> <li>• To oversee the Administration function of the school.</li> </ul>
<b>Personal Assistant to the Headteacher</b>	<ul style="list-style-type: none"> <li>• To provide a confidential PA service to the HT, including clerical, administration and reprographics support, as required, and to book events and courses and arrange meetings, as required.</li> <li>• To use own initiative, as first point of contact, in dealing with telephone calls, contact from staff/parents/carers and correspondence on behalf of the HT, including complex enquiries/challenging situations referred by Main Reception.</li> <li>• To draft letters/produce documents on behalf of, and for approval by, the HT.</li> <li>• To assist the HT: <ul style="list-style-type: none"> <li>○ in organising and prioritising workload, to include: <ul style="list-style-type: none"> <li>▪ management of the HT's diary and emails, flagging up urgent matters as they arise;</li> <li>▪ the management and updating of the whole school calendar;</li> <li>▪ the preparation and collation of papers for meetings;</li> <li>▪ the production of the weekly newsletter;</li> <li>▪ the preparation of reports;</li> <li>▪ responding to requests for information; and</li> <li>▪ prioritising the HT's work in order to ensure that specified timescales are adhered to by the HT, members of the SLT and middle management.</li> </ul> </li> </ul> </li> <li>• To oversee policy co-ordination for the school, liaising with the Trust as required, to keep schedules up to date, diarise review dates and save in the relevant staff drive.</li> <li>• To manage the school complaints process ensuring compliance with policy and timeframes, assisting with panel hearings as required.</li> <li>• To assist the HT with new projects; to manage and coordinate new projects.</li> <li>• To oversee all administration relating to OFSTED inspections.</li> <li>• To oversee the production of the school prospectus – liaising with designers, providing photos and text.</li> <li>• To deal with any permanent exclusion hearings, collating papers/evidence, distributing papers and informing the Local</li> </ul>

	<p>Authority (LA).</p> <ul style="list-style-type: none"> <li>• To take minutes at disciplinary/grievance and other HR-related meetings chaired by the HT.</li> <li>• To liaise with the Local Governing Committee (LGC) and Trust Clerks as required, ensuring relevant documents are provided for meetings within the agreed timeframes.</li> <li>• To assist the HT with planning and issuing the SLT meeting agenda and to minute SLT meetings.</li> <li>• To produce and disseminate action lists to SLT members, and to follow up that actions have been completed in specified timescales.</li> <li>• To be responsible for ensuring that the school's website is compliant with statutory guidance, updating as required.</li> <li>• To monitor the school's administration email accounts, dealing with emails personally or forwarding emails to relevant school staff for action.</li> <li>• To minute staff briefings and to be responsible for the compilation of the school's weekly staff bulletin ensuring that information is up-to-date.</li> <li>• To ensure all school correspondence are proofread prior to distribution.</li> <li>• To attend and assist at school events, as required.</li> <li>• To manage the hospitality requirements of the HT and visitors to the school.</li> </ul>
<b>Whole School Administration</b>	<ul style="list-style-type: none"> <li>• To manage the administrative function of the school, including Reception and Reprographics.</li> <li>• To manage SLT PAs, Administration and Reception Staff and Reprographics.</li> <li>• To have overall responsibility for all work undertaken by the administrative support staff, and to allocate and monitor workloads.</li> <li>• To plan and monitor the work of the Administration staff. To anticipate termly demands and plan accordingly. To ensure adequate cover during staff sickness.</li> <li>• To be responsible for the induction procedure for all new Administration staff and to ensure that the probation procedure for Administration staff is fully and correctly implemented.</li> <li>• To undertake appraisals for identified members of Support Staff.</li> <li>• To produce a database of standard letters, forms etc., using standardised school/Trust formats. To ensure that Administration staff use standard documentation, as appropriate.</li> <li>• To assist and support both the HT and other Senior Leaders in the implementation of, and adherence to, General Data Protection Regulations.</li> </ul>

	<ul style="list-style-type: none"> <li>• To act as a Fire Marshall during school evacuations.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To establish effective working relationships with all stakeholders, internal and external.</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the HT.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.</li> <li>• To ensure that all duties and services provided are in accordance with the Equality Act and the Trust's Equality and Diversity Statement and Objectives.</li> </ul> <p>The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</p> <p>The duties above are neither exclusive nor exhaustive and the post-holder may be required by the HT to carry out appropriate duties within the context of the job, skills and grade.</p>