

Job Description

PA to the Headteacher – BPS Grade 5-6 (Full time)

Principal Responsibilities:

1. To assist the Headteacher in leading and managing the work of the school
2. To manage whole school communications, policies, website and formal complaints
3. To take responsibility for the management of staff and workflow of the Reception Team and Faculty Support.
4. To manage recruitment process from advert to point of issuing contracts.
5. To be responsible for the managing and maintenance of the Single Central Register and the related compliance with safer recruitment.
6. To manage the storage, retention and disposal of personnel and staff records in line with GDPR

Responsible to: The Headteacher

Key Duties and Responsibilities – PA to the Headteacher

- Organise, schedule and prioritise workload to ensure effectiveness and efficiency of the Headteacher, managing his diary and arranging appointments as appropriate - making decisions around priorities and ensuring the Headteacher is suitably briefed
- Field calls, dealing with callers sympathetically and efficiently, redirecting calls where appropriate; process the Headteacher's mail and in-tray, prioritising correspondence and dealing with it autonomously where appropriate
- Complete desktop research for the Headteacher, analysing findings and providing summaries for the Headteacher
- Prepare the Headteacher for meetings by assembling reports and relevant documents
- Deal with queries and issues concerning departments and members of staff as necessary
- Be responsible for the administration of SLT meetings, compiling agendas, taking and distributing minutes and following up action points to ensure completion
- Provide as necessary confidential administrative support to teaching leadership team colleagues with their non-curriculum responsibility areas
- Maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils. Respond with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken
- Assist with managing the school's email inbox, ensuring the school meets its expected response times, emails for the Headteacher are acted on
- Be a principal contact for staff to deal with operational staffing issues and staff welfare
- Assist the Headteacher with the review and monitoring of Performance Management procedure for support staff, ensuring timely completion of appraisals and updating of records
- Liaise with the school governors on behalf of the Headteacher
- Assist the Headteacher with disciplinary procedures, seeking advice on appropriate forms of response, supporting governors and staff throughout any procedure
- Process and overview of suspensions and permanent exclusions paperwork
- Manage the recruitment process including advertising, screening for safer recruitment purposes, arranging interviews
- Giving advice and information on safer recruitment updates
- Keeping Safer Recruitment Training up to date (attending face to face training)
- Manage and update as appropriate the Single Central Record of DBS checks; maintain paper personnel records and store securely. Keep up to date with compliance
- To ensure that the school is GDPR compliant with regard to student and personnel files for storage, retention and disposal (in conjunction with the School Business Manager, Data Manager and Network Manager). Maintain detailed records of disposals.
- Maintain a list of all school policies and ensure that they are reviewed by the relevant staff and governing body committee in a timely fashion
- Create an effective working environment, monitoring health and safety issues in the Reception and Faculty Support office areas and making bids for improvements and resources as appropriate

- Line Management of the Reception and Faculty support staff, managing resources as appropriate, and providing advice and support to staff to achieve satisfactory output
- Liaise with other departments and staff to ensure support provided is relevant and effective
- Be aware of professional development needs of Reception staff/Faculty Support staff, arranging relevant training where appropriate
- Conduct performance appraisal interview of Reception/Faculty Support staff
- Maintain accurate records in efficient files and online systems
- Support with the coordination of certain school events, under the direction of the Headteacher
- Produce Staff Handbook and staff photo book and update as and when necessary
- Keep up-to-date and manage whole school communications including the school website and social media platforms
- To ensure the website is compliant and functioning to expected capacity. Communication with website provider to ensure functionality
- Manage formal complaints, ensuring Complaints Policy is followed.
- Oversee communications with parents and wider community to include publication of regular newsletters and contributions to wider community publications
- Manage all communications regarding admissions both Year 7 and In Year transfers
- Keep up to date with technology to ensure the school's communication routes are as efficient and effective as possible, eg Parents' Evenings, Options Evenings etc
- Seek out opportunities to promote the school's positive reputation locally
- Interpret Headteacher's comments into draft written correspondence to be sent to relevant stakeholders
- Develop written communication that is professional and upholds the school's vision and values
- Proof-read outgoing communication to ensure it is of the highest standard

Qualifications and Skills Required

- Good standard of general education
- Ability to use Word and Excel to at least intermediate level
- Excellent attention to detail
- Excellent written and oral communication skills
- Ability to work autonomously and under pressure, prioritising and managing expectations
- Excellent interpersonal skills with colleagues, students and parents
- Tact, diplomacy and discretion

General Requirements

- Attend scheduled meetings
- Actively seek to develop professionally
- Participate in the school appraisal process
- Work within the terms and conditions of Bucks Pay employees
- Carry out all duties and responsibilities with due regard to the school policies
- Be subject to a police criminal records check (enhanced disclosure) from the Disclosure and Barring Service
- In accordance with the provision of the Equality Act 2010, perform all duties and tasks with reasonable adjustment, where appropriate
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

Postholder

Name

Signature

Date:

Headteacher

Name Ed Hillyard

Signature 

December 2024