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## JOB DESCRIPTION

### JOB TITLE: PA to the Headteacher

<b>Purpose:</b>	To provide a confidential and personal service to the Headteacher and to support the Senior Leadership team. To act as an ambassador for the school and Headteacher in all matters. To provide line management of support staff by negotiation.
<b>Reporting to:</b>	Headteacher
<b>Responsible for:</b>	Safeguarding & Admissions Administrator
<b>Liaising with:</b>	Business Manager, SLT members, Operations Manager, Support Staff team members, Teachers, parents, students, external agencies, LA
<b>Working Time:</b>	37 hours a week Term time only Plus additional 10 days holiday working
<b>Salary/Grade:</b>	Scale 7 Point 20 to 25 £26,446 to £30,095 per annum (£23,177 - £26,375 pro rata)
<b>Disclosure level</b>	All positions are subject to an enhanced DBS check as standard practice.
<b>Date</b>	September 2022

<b>MAIN (CORE) DUTIES</b>	
<p>The specific duties and responsibilities pertaining to the PA to the Headteacher are to be read in conjunction with the School's Personnel handbook and related policies and protocols which should be complied with at all times.</p>	
<b>Support for Staff</b>	<ul style="list-style-type: none"> <li>To carry out all duties as Personal Assistant to the Headteacher including co-ordinating the Headteacher's diary / calendar.</li> <li>To be responsible for confidential secretarial, administrative and clerical duties relating to all aspects of Headteacher's work including management of diary, correspondence, record keeping, minute taking and collation of staff disciplinary paperwork.</li> <li>To ensure Head Teacher is briefed for all meetings with relevant correspondence, documents/presentations and in the Headteacher's absence, refer matters to relevant member of Senior Leadership Team for action.</li> <li>To be responsible for all the Headteacher's administrative filing.</li> </ul>
<b>Support for Students</b>	<p><b>Suspensions &amp; Exclusions</b></p> <ul style="list-style-type: none"> <li>To be responsible for all administration, including paperwork to the Local Authority, parent/carers and in-school staff and SIMs records.</li> <li>To record data to enable creation of termly and annual internal and external exclusions data for analysis by the DHT.</li> <li>To collate Permanent Exclusion packs when required.</li> </ul>
<b>Administration</b>	<p>To provide administrative support to the Headteacher for outside meetings including G15, GASH and Schools Forum.</p> <ul style="list-style-type: none"> <li>To provide line management of the Safeguarding &amp; Admissions Administrator.</li> <li>To undertake the administration for the weekly HT Bulletin.</li> <li>To screen telephone calls, enquiries and requests and handle them or delegate to others as appropriate, using discretion in providing information both within and outside the School.</li> <li>To assist in dealing with complex enquiries to the School when requested by reception and staff.</li> <li>To assist with regular updates to the website ie letters, bulletins.</li> <li>To provide support to Governors, liaising with the Clerk.</li> <li>Governance – oversight of schedule and review of policies to support School Leaders and reporting to Governors for ratification and approval.</li> <li>To update School Calendar.</li> <li>Manage the booking of the Main School Hall and Inspiration Suite.</li> </ul>
<b>Other related duties</b>	<ul style="list-style-type: none"> <li>To support the planning, roll out and smooth running of the school's annual Open Evening and Open Mornings;</li> <li>Co-ordinate the administration and organisation of the school's annual Celebration of Success event, including setting up prize winner forms, collecting data from staff and production of certificates.</li> <li>Co-ordinate staff communications.</li> </ul>

	<ul style="list-style-type: none"> <li>To support set up and communications linked to the School Emergency Closure procedures;</li> </ul>
<b>Essential Skills &amp; Qualification</b>	<ul style="list-style-type: none"> <li>Have excellent computer skills (Word, database, Excel)</li> <li>To undertake to be trained in and to keep abreast of, all developments and skills necessary to execute all the above duties and responsibilities.</li> <li>To exhibit strong diplomatic skills at all levels.</li> <li>To ensure high levels of service provision and outstanding quality assurance.</li> <li>The ability to work smoothly and harmoniously with all members of staff and as required with students and parents.</li> <li>The ability to work under pressure and remain cheerful and composed at all times.</li> <li>The ability to understand and apply all aspects of school policy.</li> <li>Willingness to undertake anything else that may reasonably be asked by the Senior Leadership Team</li> </ul>
<b>Essential personal attributes</b>	<ul style="list-style-type: none"> <li>Ability to work as part of a team and on own initiative and with resilience.</li> <li>Self-motivating with the ability to multi-task</li> <li>Good interpersonal skills, and the ability to enthuse and motivate others.</li> <li>Flexible and adaptable.</li> <li>Discretion and high sensitivity to protocols around confidentiality.</li> </ul>
<b>Practical Skills</b>	<ul style="list-style-type: none"> <li>Ability to communicate with young people and the ability to work with people at all levels in the school.</li> <li>Able to build constructive relationships with parents and carers</li> <li>Able to develop and maintain close links and work effectively with staff and agencies beyond the school</li> <li>Able to gather information and produce reports</li> <li>Excellent planning and organisational skills and a flexible approach to the management of work.</li> <li>Excellent communication skills both written and oral.</li> <li>Ability to prioritise own workload</li> </ul>
<b>Staff Development</b>	<ul style="list-style-type: none"> <li>To take part in the school's staff development programme by participating in arrangements for further training and professional development.</li> <li>To engage actively in the Performance Management Review process.</li> </ul>
<b>EMPLOYEE RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"> <li>To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>To promote actively the school's corporate policies.</li> <li>To comply with the school's Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate.</li> </ul>	

- To comply with the School’s Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post.
- To comply with the School’s Data Protection Policy and Code of Practice within the service area of the post.
- To support the school in meetings its legal requirements for worship.
- To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**HEALTH AND SAFETY**

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Chosen Hill School operates a No Smoking policy.

**SPECIAL CONDITIONS**

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Some flexibility in the pattern of hours worked is required with a willingness to potentially undertake working outside of the normal daily hours to meet the school needs.

The actual dates that the “plus days” attached to this position will be worked should be agreed following discussion and agreement with the Line Manager.

Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**VERIFICATION**

I agree that this job description conveys an accurate description of this job.

**Agreed :** \_\_\_\_\_ (Postholder)                      **Date:** \_\_\_\_\_

**Agreed :** \_\_\_\_\_ (Headteacher)                      **Date :** \_\_\_\_\_

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**Agreed :** \_\_\_\_\_ (Business Manager)      **Date :** \_\_\_\_\_

**July 2022**