



## **PA to Headteacher – JOB DESCRIPTION**

<b>Responsible to:</b>	<b>The Headteacher</b>
<b>Salary Range:</b>	<b>Trust Scale 18-28 (£25,419-£32,798)</b>
<b>Contractual hours:</b>	<b>37 hours per week, full time</b>
<b>Working Times:</b>	<b>8.00am - 4.00pm (Mon-Thurs) 8.00am – 3.30pm (Friday) – some flexibility required</b>

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### **Key tasks and duties**

#### **To provide a comprehensive secretarial service to the Headteacher – to include**

- Provision of secretarial services and personal assistance, including dealing with correspondence/ telephone calls
- Provision of administrative support to the Deputy Headteachers, as required
- Maintaining the Headteacher's electronic diary and appointments
- Maintaining an efficient filing system
- Minuting meetings where necessary
- Production of annual documentation, eg: School Calendar, Student Calendar

#### **Recruitment – to include**

- Creation of recruitment agreement
- Monitoring responses to advertisements and obtaining right to work documentation
- Arrangements for interview procedure
- In collaboration with the Trust's HR Department to send out offer letters and contracts
- Adherence to safeguarding procedures and relevant employment law

#### **Personnel – to include**

- Maintaining an up-to-date Single Central Register of DBS checks
- Provision of administrative support relating to confidential staffing issues
- Maintaining personnel filing system
- Completing the workforce census, ensuring SIMS is up to date

#### **Inclusion/Exclusions – to include**

- Preparation of correspondence relating to fixed term/permanent exclusions, inclusion and external provision, and associated administrative functions
- Completion of exclusions analysis

#### **Admissions – to include**

- Managing the Rising Year 7 admission/allocation procedure and maintaining appropriate records
- Liaising with Medway Local Authority with regard to admissions
- Reporting to Governors with regard to the allocation process
- Undertaking correspondence relating to allocations
- Liaising with the Clerk to the Governors with regard to the Appeals Procedure
- Liaison/correspondence relating to requests for mid-term casual admissions

#### **General**

- Maintaining a record of school polices and acting as a prompt for updates

The post is based within the school buildings.

The above constitutes a "job description" only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment after consultation with the post-holder.