

JOB DESCRIPTION

Job Title:	PA to Headteacher	Salary: Grade 5
Location:	Whitley Academy	

Job Purpose

This is a critical role within the school with wide ranging administrative and organisational responsibilities. The post holder needs to be highly organised, honest, discrete, trustworthy and self motivated as the role is pivotal in a demanding and busy school. The job holder must be prepared to deal with both secretarial duties as well as dealing with more wide ranging and challenging responsibilities.

Duties and Responsibilities

Headteacher

- Provide a highly confidential and efficient secretarial and administrative service to the Headteacher, utilising typing skills and Microsoft packages, including Word, Excel, Powerpoint, Outlook, SIMS and the internet.
- To show absolute confidentiality and discretion at all times.
- To generate an environment of efficiency and provide a warm welcome at all times.
- Organise the day to day management of the Headteacher's diary. Ensure the Headteacher's diary is accurately maintained, commitments are frequently updated, checking details of appointments, reminding of commitments, researching and collating relevant paperwork prior to meetings.
- Take minutes of Headteacher's meetings, as required.
- Provide administrative support to the leadership team, as directed by the Headteacher.
- Prepare and assist in the preparation, checking and collation of reports, letters, minutes of Committees and Governors meetings and reports, including attendance at evening meetings, as required.
- Ensure the Headteacher is briefed for all meetings with relevant correspondence, documents/presentations and in the Headteacher's absence refer matters to relevant member of Leadership Team for action.
- Line management of staff, as required.
- To act as first line contact for the Headteacher, using discretion and tact to ensure telephone callers and visitors receive a professional response, and are dealt with by the appropriate person.
- Receive and appropriately deal with all incoming electronic communications on behalf of the Headteacher.
- Liaise with key stakeholders including, staff, parents, external agencies and Governors.
- Greet visitors to the Headteacher providing hospitality for meetings, as required.
- To cover routine events or emergencies with confidence.
- To oversee the Headteacher's travel arrangements.
- To assist the Headteacher in maintaining a smooth running and efficient Headteacher's office by dealing with all administrative functions and anticipating and scheduling regular events and meetings.
- To forward think and plan in advance in support of Headteacher's workload.
- Be responsible for all of the Headteacher's administrative filing including confidential files.
- Manage hospitality for meetings and events/functions throughout the year.
- To assist the HR team with recruitment as required.

- To upload and maintain the school website ensuring all information is legal, compliant and up to date.
- Administration of school exclusions and Appeals.
- To design and produce the school newsletter and send out to appropriate stakeholders.

Clerking Role

This aspect of the role is accountable to the governing body, working effectively with the Chair of Governors, and with the Headteacher and other governors. The clerk will be responsible for advising the governing body on constitutional and procedural matters, duties and powers and will work within the current legislative framework. They will secure the continuity of governing body business and observe confidentiality.

- Open correspondence addressed to the Chair of Governors, including highly confidential correspondence and, in consultation with the Chair of Governors/Headteacher, take appropriate action.
- Take minutes of Governors/trustees meetings.
- Clerk the Local Governing Body meetings, including the Governor Committee meetings ensuring all parties are informed 7 clear days in advance of meetings, and that documents are circulated in accordance with our Articles of Association.
- Undertake follow up work arising from Local Governing Body meetings ensuring actions are referred to the relevant person and reminders issued.
- Liaise with the Local Governing Body in arranging Governors meetings, as required.
- To manage the ratification of all school policies ensuring all policies are kept up to date and sent out to the relevant parties for renewal.
- Support the Headteacher in the election process for Staff and Parent Governors
- Support the Local Governing Body self-review, skills audit and training processes.
- Clerk Disciplinary or Complaints Committees, where appropriate and at the discretion of the Headteacher.
- Maintain records of Governance and processes of formal accountability.
- As part of the Multi Academy Trust, LGB Clerks may be required to provide clerking support to other schools within the Trust, from time to time.

Any such duties as are within the scope and spirit of the job purpose, the title of the post, and its grading.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Date Reviewed: June 2022