



# Blue Coat

Church of England School  
& Music College

Terry Road  
Coventry  
CV1 2BA  
024 7622 3542  
recruitment@bluecoatschool.com

## Job Description

### **Personal Assistant (PA) to the Headteacher**

**37 hours per week, Permanent, Term Time Only + 4 weeks**

#### Working weeks:

Term Time only plus 4 additional weeks which the postholder will be expected to work on key dates such as GCSE and A Level results during the holidays.

#### Salary

Actual Salary: £25,411 - £30,926 pro rata per annum

Full time equivalent salary: £27,041 – £32,910 per annum (Grade 6)

#### Roles and Responsibilities:

##### **Supporting the Headteacher**

- 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.
- To effectively anticipate and manage the future needs of the Headteacher's office, dealing with all administrative functions and anticipating and scheduling regular events and meetings.
- Receive and appropriately screening all incoming electronic communications on behalf of the Headteacher.
- To forward think and plan in advance in support of Headteacher's workload.
- Liaise, as necessary, with Local Authority services and other agencies on behalf of the Headteacher, as required.
- To oversee the Headteacher's travel arrangements.

##### **Supporting the Senior Leadership Team:**

- Manage all incoming correspondence for senior leaders and governors including letters, emails and other forms of communication.
- Take minutes at weekly (after-school) senior leadership team meetings.
- To liaise with staff, governors and stakeholders of all levels when required.
- To organise the day to day time management of the Headteacher and Senior Leadership team diaries.
- Organisation of events, celebrations and key milestones in order to support staff recognition.
- Promoting and supporting with the wellbeing among the senior leadership team where appropriate.



# Blue Coat

Church of England School  
& Music College

Terry Road  
Coventry  
CV1 2BA  
024 7622 3542  
[recruitment@bluecoatschool.com](mailto:recruitment@bluecoatschool.com)

## Other Duties and Responsibilities:

- In collaboration with office colleagues, organise hospitality for meetings and events/functions throughout the year such as open evenings, parents' evenings and the annual prize giving ceremony.
- To assist in the coordination of routine events or emergencies with confidence such as fire evacuation.
- To support the administration of school policies ensuring all policies are accessible for all staff
- To manage the procedures and documentation relating to school student exclusions, ensuring that documentation relating to exclusions (internal and external) is updated on a regular basis.
- Maintain summary data relating to exclusions and behaviour management.
- Compiling behaviour management systems at the end of each school day in preparation for the following day, communicating with parents as appropriate.
- To ensure that the office is well presented and the needs of all visitors and guests are met
- To welcome visitors to the school on behalf of the Headteacher and providing hospitality where required.
- To undertake typing/word processing duties; including letters, meeting minutes, Annual Review documentation, curriculum documentation, appointments administration, etc.
- To positively engage in the performance review process and in continuing professional development.
- To show absolute confidentiality and discretion at all times.
- To carry out instructions and reasonable requests as directed to you by colleagues including the Senior Executive PA to the CEO and members of the Trust Executive leadership team.

Please note that this is illustrative of the general nature and level of responsibility of the role. The postholder may be required to do other duties appropriate to the level of the role, as directed by senior leadership.



# Blue Coat

Church of England School  
& Music College

Terry Road  
Coventry  
CV1 2BA  
024 7622 3542  
recruitment@bluecoatschool.com

## Person Specification

<b>Training and Qualifications</b>	<b>Essential (E) Desirable (D)</b>
Evidence of commitment to further personal and professional development	<b>E</b>
Level 2 or equivalent qualifications in Mathematics and English	<b>D</b>
Level 3 qualification (or above) in business administration or a similar subject	<b>D</b>
Degree (or equivalent) in relevant subject	<b>D</b>
<b>Experience</b>	<b>E/D</b>
Proven track record of effective administrative support for senior leadership	<b>E</b>
Demonstrable experience working within a busy administrative role	<b>E</b>
<b>Skills and Abilities</b>	<b>E/D</b>
Excellent organisational skills with strong attention to detail and accuracy	<b>E</b>
Excellent literacy skills to prepare correspondence and reports and maintain records to a high standard.	<b>E</b>
Emotional resilience in working in a challenging environment	<b>E</b>
Discretion, tact and confidentiality	<b>E</b>
Ability to plan effectively, setting priorities and deadlines for self and others	<b>E</b>
Confident interpersonal skills and ability to maintain relationships with key stakeholders	<b>E</b>
The ability to use ICT including proficient use of Microsoft packages, outlook calendar, word, excel and publisher	<b>E</b>
The ability to communicate effectively, both orally and in written form to a variety of audiences	<b>E</b>
Flexibility to work early or late and attend events out of working hours where necessary	<b>E</b>



# Blue Coat

Church of England School  
& Music College

Terry Road  
Coventry  
CV1 2BA  
024 7622 3542  
recruitment@bluecoatschool.com

CORE COMPETENCIES	E/D
Clear understanding and commitment to safeguard and protect children	E
Adopts an inclusive approach to followers and non-followers of the Christian faith and committed to equal opportunities and respecting diversity in all forms	E
Conscientiously adheres to school / trust policies and procedures and works ethically	E
Works in a way which abides to the school values of <b>Care, Hard Work, Respect, Integrity, Servanthood</b> and working <b>Together</b> .	E
Embraces the vision "Living life in all its fullness" and devotedly helps all students achieve this	E