



FINHAM PARK
MULTI ACADEMY TRUST

JOB DESCRIPTION Finham Park 2

Job Title	PA to the Associate Head Teacher
Grade	Grade 4 (£17,453-£20,450) pro rata
Hours	37 hours per week, term time only plus two weeks
Status	Permanent

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 highly 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

- To act as first line contact for the Associate Headteacher, using discretion and tact to ensure telephone callers and visitors receive a professional response, and are dealt with by the appropriate person.
- Diary management and meeting arrangements for the Associate Headteacher as necessary including dealing with requests and queries, gaining information from calls and arranging meetings as appropriate.
- To show absolute confidentiality and discretion at all times.
- To generate an environment of efficiency and provide a warm welcome at all times.
- To provide administrative arrangements if students are working in the office.
- To liaise with members of the teaching and associate staff as appropriate.
- To organise the day to day time management of the Associate Headteacher.
- To cover routine events or emergencies with confidence.
- To assist the Associate Headteacher in maintaining a smooth running and efficient Associate Headteacher's office by dealing with all administrative functions and anticipating and scheduling regular events and meetings.
- Ensure the Associate Headteacher is briefed for all meetings with relevant correspondence, documents/presentations and in the Associate Headteacher's absence refer matters to relevant member of Leadership Team for action.
- Be responsible for all of the Associate Headteacher's administrative filing including confidential files.
- Manage hospitality/admin of meetings and events/functions throughout the year e.g. School celebration events, Parents' Evenings, China trip.





FINHAM PARK
MULTI ACADEMY TRUST

- Receive and appropriately deal with all incoming electronic communications on behalf of the Associate Headteacher.
- Administration of school exclusions and appeals, when required.
- Full oversight of all admissions, appeals, supported transfers, preventative placements and in-year transfers, working closely with the Local Authority, other schools and parents.
- Provide support with setting up new platforms, new school initiatives and providing school data to partners we work with regarding assigned assessment data.
- Liaise, as necessary, with Local Authority services and other agencies on behalf of the Associate Headteacher, as required.
- Arranging collation of all relevant documentation to support the Associate Headteacher's meetings and for school publications e.g. School Newsletter, MAT Newsletter and Sharing Success.
- To forward think and plan in advance in support of Associate Headteacher's workload.
- Liaise/collaborate with other PA's and admin staff and general school admin support.
- To act as the Headteacher's PA as required.

The Associate Headteacher is responsible for the operational running of the school. The successful candidate would be expected to be sufficiently well skilled and flexible in order to support with the many duties that this role represents.

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

Finham Park School
Green Lane
Coventry
CV3 6EA

Tel: 024 7641 8135
Fax: 024 7684 0803
Email: headteacher@finhampark.co.uk
www.finhampark.co.uk

Executive Headteacher: Mark Bailie
Chair of Trustees: Peter Burns MBE JP

