

JOB DESCRIPTION

Title of Post	PA to Headteacher
Post reports to:	Headteacher
Status:	Full time, term time plus 5 days
Salary:	Grade 3 £21,269 - £27,514 per annum, pro rata Actual £19,060 - £24,657

Job Purpose

To provide an effective administration support service to the Headteacher and Leadership team.

Administrative Responsibilities

- Provide a full range of advanced secretarial services for the Headteacher/Leadership team, including minute taking, reports, letters, filing, and any other required duties commensurate with the role and grade.
- To maintain the school's external communications: website, text, twitter.
- To draft memorandums, letters and reports for the Headteacher's approval.
- Ensure the website, display screens and noticeboards are kept fully up to date.
- To maintain the Headteacher's diary, arranging appointments, observations, meetings, travel etc.
- To provide support to the Headteacher with complaints, following the correct policies and ensuring that deadlines are met for responses.
- Co-ordinate advertising and articles relating to the school in educational publications, the local and national press.
- Screen and prioritise all incoming correspondence (including emails, telephone calls and letters), providing the Headteacher with necessary information to assist with replies, and drafting responses where appropriate.
- Maintain accurate records of senior leadership team (SLT) and staff meetings, distributing and filing agendas, minutes and other relevant documentation as required.
- Co-ordinating the timeline and paperwork for Pupil exclusions, liaising with Birmingham Exclusions, Achievement Co-ordinators and the Senior Leadership team.
- Supporting Governance reporting – initiating the process of the Headteacher's report to Governors ensuring all deadlines are met.
- To monitor the Headteacher's email inbox, action emails where appropriate.
- Maintain the highest level of confidentiality at all times.
- Assist in investigations and casework, for example disciplinary proceedings, as required by the Headteacher.
- Undertake responsibility for all necessary administration relating to areas within their remit.
- Ensure that all manual and computerised records and filing systems relating to all areas within their remit are maintained as required.
- Process, input, extract and analyse information from the school's system(s).
- Deal with correspondence promptly and as required.
- Seek, consider, and act upon professional support and advice as required.
- Provide administrative support to the Leadership team

General

- To meet deadlines and manage workload effectively
- Oversee and be responsible for the circulation of incoming mail and outgoing post including governors' mailings, taking appropriate action as necessary.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace, job description and selection criteria PA to Headteacher
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- Liaise as required with governors, staff (teaching and support), students and parents/carers on behalf of the Headteacher.
- Remain conversant with the Head's workload on an on-going basis, managing the diary to ensure that urgent and/or important appointments are given priority and efficient use is made of the Headteacher's time. Provide all paperwork for meetings in advance including, liaison with relevant staff to avoid potential clashes, using initiative to reprioritise changing commitments and taking immediate action by ensuring critical issues are immediately referred to appropriate personnel.
- Liaise with a number of outside agencies, e.g. DfE, Local Authority, OFSTED, the Police to facilitate the smooth running of the school and attend to queries as required by the Headteacher.
- To liaise with the Headteacher and any other relevant staff, re marketing and promotional activities for the Trust e.g. Open Days, newspaper articles etc.
- Provide hospitality for meetings as required.
- The Local Academy Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the school.
- The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of school records and provision of information.
- Comply with Broadleaf Partnership Trust's Safeguarding procedures and policies
- Uphold and demonstrate explicitly the vision, values and aims of the school and to actively contribute to their development.
- The post holder must carry out their duties with full regard to the Trusts Code of Conduct, Child Protection Policy and all other Policies.

This Job Description is current at **May 2022**, and is representative of the duties/responsibilities expected of the post. These duties and responsibilities are neither static nor exhaustive and, at the discretion of the Chief Executive Officer, are liable to variation to reflect any future changes required of this post.

Closing date: Friday 3rd June 2022

The successful candidate will be requested to apply for *for Enhanced Disclosure from the Disclosure and Barring Service (DBS)*, although a criminal record will not necessarily be a bar to obtaining the position.

Broadleaf Partnership Trust is committed to the highest standards in protecting and safeguarding the welfare of the children and young people entrusted to its care at all times.

Supervision Received

Responsible directly to Jason Farr, Headteacher

Level of Supervision

Left to work within established guidelines, subject to scrutiny by supervision.

	<p>Able to deal calmly, tactfully and effectively with a range of people.</p> <p>Emotional resilience when working with challenging behaviours and attitudes to use of authority and maintaining discipline.</p> <p>Evidence of well-developed interpersonal skills. Ability to communicate both verbally and in writing demonstrating tact and professionalism.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and parents.</p> <p>Be efficient, organised and accurate.</p> <p>Enjoy working around young people and have generosity of spirit.</p> <p>Have a sense of proportion and humour.</p> <p>Be committed to safeguarding and promoting the welfare of children and young people.</p> <p>A willingness to demonstrate commitment to the values and ethos of the Plantsbrook motto 'be the best that you can be'.</p>	
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This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for the role.