

JOB DESCRIPTION

Job title:	PA to Headteacher
Reporting to:	Headteacher
Level of Supervision:	Plan own work to ensure the meeting of defined objectives
Hours:	30 hours a week, term time only plus five days in the school holidays
Grade:	Grade 3 (Pt 9 £21,269 to Pt 22 £27,514 to be pro-rata'd)

MISSION STATEMENT

A safe, welcoming learning community

To enable all young people to lead meaningful and enjoyable lives

Purpose of Job:

To provide professional, efficient and administrative support to the Headteacher

Main Responsibilities

Support for the Headteacher

1. Being the first point of contact for the Headteacher
2. Confidential work for the Headteacher such as preparation of reports, arranging meetings with staff, parents and other external stakeholders, together with organising supporting papers and meeting rooms.
3. Acting as liaison between the Headteacher and the Clerk to Governors, including ensuring that paperwork is available in good time for calendared meetings, organising elections to the governing body and acting as a liaison with governors wishing to visit the school.
4. Drafting standard correspondence for the Headteacher
5. Maintaining the school calendar
6. Advertising staff vacancies, organising interviews, and supporting with the onboarding process for new staff.
7. Drafting the school newsletter, including collating information for it, on a half termly basis.
8. Updating the website and other social media accounts on a regular basis.
9. Taking minutes at meetings and ensuring actions recorded at meetings are completed

General Administrative Support

Providing clerical support to the school's administrative function to include

- Being an active and supportive member of the administration team
- Providing administrative support for the leadership team when required
- Receiving and sorting incoming mail for delivery to appropriate staff
- Updating details on SIMS, including lunch money
- Liaising with attendance officer on daily attendance, carrying out lesson checks when requested
- Ensuing minibus logs and health & safety logs are updated
- Arranging refreshments for meetings/events
- Recording, stamping/franking and posting outgoing mail
- Ensuring that paperwork is accurately and promptly filed
- Covering reception as required across the school's three sites when required.

Additional Duties

- As part of the wider administration team, to support with covering staff absence in other areas when required
- To support with helping the wider team meet deadlines at busy times
- During holidays, when rota'd to come in, to answer telephone calls, pass on messages and oversee the Enquiries Inbox, alongside other duties.
- Attending the occasional out of hours meeting (e.g. parents' evenings) on a rota'd basis.

All staff at Uffculme:

1. have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
2. ensure their tasks are carried out with due regard to Health and Safety
3. participate in appropriate professional development including adhering to the principle of performance management.
4. adhere to the ethos of the school
5. promote the agreed vision and aims of the school
6. set an example of personal integrity and professionalism
7. attend appropriate staff meetings and parents evenings across all three sites
8. carry out any other duties as commensurate within the grade in order to ensure the smooth running of the school

Signed by role holder:

Date:

PERSON SPECIFICATION

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	A minimum of five GCSEs, or their equivalent, at grade C and/or above, including English and Maths	AF/C
	A relevant qualification at level 3 or above	AF/C
Experience Relevant work and other experience	A minimum of two years' experience in a similar role	AF/I
	Experience of undertaking a range of administrative and technical duties, including data input and retrieval	AF/I
	Experience of working alongside a busy administration team	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF/I
	IT competent to include high level of Microsoft Office skills, to include working with Word, Excel, Publisher, Teams and Outlook	AF/I/T
	Some knowledge of employment law	AF/I
	Ability to work independently demonstrating initiative and pro-activity, as well as supporting colleagues as part of a team	AF/I
	Able to demonstrate a high level of organisational skills and an ability to finish tasks in a timely manner	AF/I/T
	Ability to problem solve	AF/I
		AF/I
	Ability to demonstrate excellent customer service and interpersonal skills and used to dealing with a wide range of people	AF/I
	Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date	AF/I
		AF/I

	An excellent communicator with the ability to show sensitivity and objectivity in dealing with confidential issues	
Training	Willingness to participate in further training and development opportunities offered by the school,	AF/I
	Evidence of CPD undertaken over the past two years	AF/I
Other	Ability to demonstrate commitment to Equal Opportunities	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by: _____

Date: _____