

## Job Description – PA to Headteacher

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| <b>Job Title</b>    | PA to Headteacher  |
| <b>Grade</b>        | LGS Point 29 within the range 29-33. Actual salary £32,638 - £35,394, (including outer fringe)   |
| <b>Reports to</b>   | Headteacher  |
| <b>Liaison with</b> | Headteacher, Deputy Headteachers, teaching and non-teaching staff  |
| <b>Hours/Weeks</b>  | Full Time 37 hours / 52 weeks to include five non pupil days<br>8.00am to 4.00pm Monday to Thursday, 8.00am to 3.30pm Friday with a 30 minute lunch break  |
| <b>Job Purpose</b>  | <ul style="list-style-type: none"> <li>• Providing a comprehensive professional and confidential secretarial service to the Headteacher.</li> </ul>  |
| <b>Duties</b>       | <ul style="list-style-type: none"> <li>• To provide administrative and secretarial support for the Headteacher in an efficient and effective manner, maintaining confidentiality at all times.</li> <li>• Management of the diary for the Headteacher.</li> <li>• Management of the whole school calendar.</li> <li>• Keeping the Headteacher informed at all times about calendar commitments and deadlines for the completion of work.</li> <li>• Preparing the school newsletter; collating information, photos etc.</li> <li>• Dealing with any permanent exclusion hearings, distribute papers and inform the LA.</li> <li>• Taking minutes at disciplinary meetings chaired by the Headteacher.</li> <li>• Ensure that any information required for Governor Meetings is available and ready for the Headteacher and attendant Governors.</li> <li>• To manage the hospitality requirements of the Headteacher and his guests and visitors.</li> <li>• To act at the main point of contact for the Headteacher, taking calls and messages when they are unavailable.</li> <li>• Deal with parent/carer and other external stakeholder queries and decide how to screen telephone calls, enquiries and requests and delegate as appropriate.</li> <li>• Take minutes at weekly executive meetings.</li> <li>• To research information for the Headteacher as requested.</li> <li>• To act as line manager for a team of Personal Assistants.</li> <li>• To attend and assist at school events if required.</li> <li>• To assist and support both the Headteacher, (Senior Information Risk Owner for St Martin's School) and the Head of Finance (Information Champion for SMS and GDPR lead across the trust) in the implementation and adherence to all GDPR within SMS.</li> </ul> |

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| <b>General</b> | <ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.</li> <li>• Ensure that all duties and services provided are in accordance with the school's equal opportunities policy.</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p> |
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**Date: February 2020**