

## **JOB DESCRIPTION**

**Job Title:** PA to Headteacher

**Job No:**

**Grade:** GR3

**Division:**

**No of Posts:**

**Section:**

### **1.0 JOB PURPOSE:**

1.1 Responsible to the Headteacher for the provision of full professional, efficient and Secretarial service to the Headteacher

### **2.0 DUTIES AND RESPONSIBILITIES:**

General administrative duties including photocopying, word processing and laminating.

Administrative support to the Leadership Team.

Telephone and reception duties.

Preparation and maintenance of school records.

Dealing with enquiries and correspondence from staff, parents and other stakeholders.

Preparation of returns and reports.

Undertake the basic services as Clerk to the Governing Body which will involve convening and attending evening meetings of the Governing Body (a minimum of 6 per year), preparation and distribution of minutes and agendas, managing membership records and distribution of documentation to Governors, plus any other duties as specified by the Governors.

Update and maintain policies.

Confidential work for the Headteacher such as preparation of confidential reports, references for staff, pupils and probationary teachers.

Such other duties as may be commensurate with the grade and nature of the post

Undertake wider school duties.

Organising meetings for HT and leadership groups

Taking minutes at meetings and ensuring actions recorded at meetings are completed

### **OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

### **3.0 SUPERVISION RECEIVED:**

3.1 **Supervising Officer's Job Title:** School Business Manager

#### **3.2 LEVEL OF SUPERVISION**

1. ~~Regularly supervised with work checked by supervisor~~

2. ~~Left to work within established guidelines subject to scrutiny by supervisor~~

3. Plan own work to ensure the meeting of defined objectives

**4.0 SUPERVISION GIVEN:** (excludes those who are **indirectly** supervised ie through others)

<b>Post Title</b>	<b>Grade</b>	<b>No of Posts</b>	<b>Level of Supervision (as in 3.2 above)</b>

- Use 1, 2 or 3 as in 3.2

**5.0      SPECIAL CONDITIONS:**

**5.1**

PERSON SPECIFICATION

**Job Title:** PA to the Headteacher

**Grade:** GR3

**Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
<b>EXPERIENCE</b> (Relevant work and other experience)	Substantial experience of working in an office environment/PA role.	AF/I
	Experience of working in an educational setting	AF/I
	Experience of a wide range of administrative functions	AF/I
	Experience of supervising staff	AF/I
<b>SKILLS AND ABILITIES</b> (Eg Written communication skills, dealing with the public)	Good working knowledge of Microsoft office (Word and Excel)	AF/I
	Excellent interpersonal skills	AF/I
	Excellent attention to detail	AF/I
	Good organisational skills	AF/I
	Ability to work collaboratively	AF/I
	Ability to interpret varying situations and solve problems on a day to day basis.	AF/I
	Ability to work with autonomy within set boundaries	AF/I
	Ability to cope with conflicting demands, deadlines and interruptions	AF/I
	Ability to meet the physical demands of the post	AF/I
<b>TRAINING</b>	Interest in own personal development and willingness to undertake further training	AF/I
<b>EDUCATION/ QUALIFICATIONS</b> NB Full regard must be paid to overseas qualifications	GCSE's in English and Mathematics at grade A*-C or equivalent	AF/I
<b>OTHER</b>		

<b>CONTRA INDICATION</b>		

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S  
EQUAL OPPORTUNITIES POLICY**

COMPILED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

(Shortlisting/Interviewing Panel): \_\_\_\_\_ DATE: \_\_\_\_\_

