

JOB DESCRIPTION



PA TO THE HEADTEACHER	
Scale	Scale I Points 22-25
Hours	37 Monday to Thursday 8.00am to 4.00pm Friday 8.00am – 3.30pm
Section	Support Staff
Responsible to	Headteacher
Responsible for	Reception Staff

Job Purpose	<p>To support the Headteacher in the effective running of the school by providing a high-quality administrative service for all aspects of school business.</p> <p>To perform all necessary tasks requested by the Headteacher by undertaking a full range of administration duties and ensuring the efficient and effective running of the Headteacher's office and daily business.</p> <p>Direct responsibility for managing the reception team, including recruitment, training, performance management, supervision, work allocation and ensuring quality of work.</p>
--------------------	--

Duties & Responsibilities	<p>The current main areas of responsibility are as follows but all staff are expected to show flexibility in the reviewing of responsibilities to meet the school's needs, which may change from time to time.</p> <ul style="list-style-type: none">• Act as a first point of contact within the school for staff, parents/carers and other stakeholders seeking contact with the Headteacher.• To assist the Headteacher in organising their administrative workload, recommending items to be dealt with in order of priority. Ensure that the Headteacher responds to particular approaches within timescales identified in any agreed priority action list.• Maintain the diary of the Headteacher, arranging appointments as appropriate, and ensuring that they are adequately briefed on matters to be discussed.• Arrange meetings and when required, take notes. Ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.• Assemble and prepare papers required by the Headteacher to attend meetings, prepare reports and reply to requests for information.• Manage the HR administration for the school, including staff absence, recruitment, undertaking relevant checks and monitoring of the school single central record for accuracy.
--------------------------------------	---

- Process cover requests, support daily cover and agency staff recruitment.
- Handle all confidential correspondence with discretion.
- Liaise with senior leaders, pastoral staff, middle leaders and outside agencies.
- Where necessary be the Parent Liaison in order to support the resolution of more complex or higher profile parental concerns.
- Ensure the maintenance of clear and effective filing, records and other systems and to keep them updated.
- Cover for absent colleagues in reception/general office as necessary
- To assist in the coordination of events to include Open Evenings and transition events.
- Actively contribute to, and fulfil, staff and school responsibilities for safeguarding and promoting the welfare of children and young people.
- Work effectively with all members of the school community to promote the school ethos, mission and values.
- Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the school.
- Adhere to all Health and Safety procedures in place both across the whole school and in relation to specific work areas to ensure the safety of everyone on the school site.
- Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the school therefore retains the right to amend job descriptions to reflect changing requirements.
- Perform any other reasonable tasks within the range of the salary grade.

Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.

COMMITTED TO EQUAL OPPORTUNITIES