

# Whickham School and Sports College



## JOB DESCRIPTION

**POST: PA to the Headteacher**

**GRADE: F SCP 14 - 17, salary £23,080 to £25,481**

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be.

### **Purpose of the post and main scope of responsibility:**

- To provide personal assistance and senior administrative support to the Headteacher and specific members of the senior leadership team. Thereby supporting the efficient and effective leadership and operation of the school.

**Responsible to:** HR & Governance Manager

### **Hours of Work:**

- 37 hrs per week. Flexible working – you must be at work between the hours of 8:30am and 4:30pm and you may be required to work any time between 8:00am and 7:30pm (in the main, but not always this will be scheduled governor meetings). Any additional hours worked that can't be taken during a half term will be banked. Banked time can be taken as part or whole days during school holidays. You will be expected to work all term time days, training days and three days in the summer term during examination results periods. Electronic monitoring systems are used to record working hours. Working before 7:30am or after 5:30pm would require prior approval from a line manager (evening meetings and events excepted). Banked hours must be used before the start of each half term and there will be no payment in lieu of hours not use

Specific responsibilities are detailed below. The post holder is expected to demonstrate consistently high levels of personal and professional conduct and uphold the school values and beliefs. Act, at all times, in the best interests of our pupils and ensure safeguarding is effective.

## **Responsibilities**

**1. To provide planning and communication support to the Headteacher and Senior Leadership Team helping to ensure they are fully informed, calendars are optimised and all necessary arrangements have been made:**

- Diary management to the Headteacher and Deputy Headteachers.
- Ensure the Headteacher is briefed for all meetings with relevant correspondence, documents/ presentations and in their absence refer matters to relevant members of the Senior Leadership Team for action.
- Responsible for the dates in the termly School calendar directly relating to the Headteacher and deputies including the collation of information required.
- Responsible for coordinating and checking the termly Headteacher's report.
- To organise and minute meetings as requested (including leadership team each week (3.30 - 5.30pm) and with governors (several meetings each term until 7/7.30pm). Provide all relevant information for attendees.
- Produce and respond to complex correspondence and reports on their behalf. To include research, obtaining information, providing detailed analysis and evaluation of data and information as required.
- Deal with correspondence and general queries received (e-mail, post and telephone).
- Liaison with and coordination support for MAT senior leadership.

**2. To undertake general administrative and organisational tasks on behalf of the Headteacher and Senior Leadership Team enabling them to focus on pedagogical matters:**

- To raise purchase requisitions using PS Financials for goods and services required by the Headteacher and/or SLT.
- Upload documents as required to the website and check that content is up to date.
- Maintain systems for a range of resources, including databases.
- Support the HR & Governance Manager with recruitment processes and interview days.
- Organise venues, hospitality and assist with arrangements for meetings and events/functions throughout the year.
- Support staff with printing, copying and filing as necessary.
- Provide other general admin support to the school as necessary.

**3. To ensure pupil exclusion arrangements for the school are robust and performed on a timely basis:**

- To be the point of contact for Senior Leadership, Governors and LA for exclusions of pupils procedures and prepare all associated paperwork.
- Coordinate the fixed term exclusion process from the Headteacher's decision to the reintegration meeting.
- Manage and provide advice to the Leadership Team on exclusion procedures and managing the process for permanent exclusions from the Headteacher's decision to conclusion.
- Maintain electronic and paper based records for all exclusions.

**4. General duties:**

- Have an understanding of safeguarding, data protection and GDPR.
- Willingness to work flexibly, occasionally outside of normal hours.
- Maintain confidentiality in the course of undertaking duties.
- Being part of the team to provide cover for the school office during holiday periods.
- Willingness to support other aspects of the school administration function as and when required.

The postholder is also expected to carry out any reasonable request made by the Headteacher or designated member of the senior leadership team. No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

