

Northumberland County Council
JOB DESCRIPTION

Post Title: Executive PA to Headteacher		Director/Division: Childrens Services	Office Use
Band: 6		Service/Workplace: Schools across Northumberland	JE ref: S1196
Responsible to: Business Manager/Head Teacher		Date:	Manager Level:
<p>Job Purpose: To provide confidential administration and secretarial support to the Headteacher and Leadership Team as well as providing administration and secretarial support to the Governing Body of the school. Providing general administrative service to teaching and non- teaching staff within school. Responsible for/manage the operation and delivery of support services within the school.</p> <p>The postholder provides a range of service to the Headteacher and therefore work is generated throughout the day. Due to the routine of schools, the workload may not be evenly spread throughout the year.</p>			
Resources	Staff	Clerical and Admin staff as directed by the Head Teacher	
	Finance	Managing Business of running the school	
	Physical	All school administrative resources, including grounds and buildings, accuracy and security of all databases	
	Clients	Internal (teachers, other staff, pupils and Governors) external (parents, visitors, members of the public) providing relevant advice and information to Governors, Northumberland County and other Government agencies	
<u>Duties and key result areas:</u>			
Organisation			
<ol style="list-style-type: none"> 1. Direct supervision is minimal – organisation of own workload and priorities on a day-to-day basis using own initiative and knowledge of work 2. Organising Headteacher's diary 3. Keeping Headteacher on schedule 4. Organising meetings for the Headteacher 5. Arranging all visits to the school 6. Be responsible for the planning, development, design, organisation and monitoring of support service and whole school systems/procedures/policies 7. Manage complex administrative procedures 8. Liaise between managers/teaching staff and support staff 9. Management of travel arrangements – flights, train and hotel accommodation for Senior Leadership Team and all other staff within school 10. Co-ordinate the recruitment process for whole school from initial advert to CRB clearance checks and appointment documentation to NCC 11. Ensure all workforce reform requirements are met and recorded 12. Co-ordination of Parent Governor elections 			
Line Management Responsibilities			
<ol style="list-style-type: none"> 13. Manage the reception staff 14. Be responsible for the creation and implementation of recruitment/induction/appraisal/training/mentoring systems for support staff 			
Administration			
<ol style="list-style-type: none"> 1. Daily meeting with Headteacher to review needs and priorities 2. Headteacher – work liaison and communicate urgent messages and other information 3. Liaise with parents – queries, information, appointments 4. Liaise with LA – various individuals e.g. in admissions, students services and personnel 5. Liaise with Governors – meetings, school events, interviews and various other panels 			

6. Liaise with all staff – exchange of information and appointments with Headteacher
7. To provide PA support to the Headteacher
8. To provide as required a confidential secretarial and administrative service to other members of the Senior Leadership Team
9. Recruitment procedures e.g. placing of advertisements, arranging interviews, references
10. Develop and monitor management information systems
11. Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information
12. Be responsible for the design and effective operation of administrative procedures
13. Be responsible for the submission of relevant information to ELT, the Governing Body and external agencies e.g. DFE
14. The postholder has day to day responsibility for their own work rate and maintenance of high standards
15. Administration of school's training packages – including overseeing the mailing of flyers to school's nationally, registering of delegates for each package, preparation of materials for the packages
16. Co-ordinate relevant information and setting up of rooms for Parent Information Evenings
17. Provide organisational and complex administrative support to other staff
18. Provide organisational and complex advisory support to the Governing Body
19. Drafting of Governing Body papers and distribution of same prior to meetings, attendance at meetings to take minutes and circulation of same following meetings
20. Administration of all paperwork for student exclusions and staff disciplinary hearings
21. Administration and update of Governing Body membership
22. Be responsible for completion and submission of complex forms to Northumberland County Council and other external agencies
 - a. Dealing with enquiries both face to face and over the telephone from staff, Governors and members of the public
 - b. Take receipt of deliveries and action accordingly
 - c. Take receipt of post, distribute and action accordingly
 - d. Deal with uniform sales

Resources

1. Identify the need for, select and manage resources,
2. Be responsible for the appropriate deployment of staff, including recruitment
3. Be responsible for the provision of specialist advice and guidance to SLT/Governing Body etc. on national and local guidelines/policy/statute etc.
4. Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate appropriate action arising
5. Identify the need and be responsible for securing appropriate licences and insurance
Be responsible for the effective management of information procedures, including shared responsibility for compliance with financial regulations
6. Be responsible for the management of Health and Safety within school.
7. Management of bookings of school meeting and teaching rooms
8. Management of bookings of school minibus and required staffing
9. Be the workplace assessor and have an awareness of health and safety issues in relation to VDU screens and office practice.

Responsibilities

1. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Manage the role of notetaker in relation to Governor support and administration
3. Be aware of and support difference and ensure equal opportunities for all
4. Contribute to the overall ethos/work/aims of the school
5. Develop constructive relationships and communicate with other agencies/professionals.
6. Dealing with queries – especially in the absence of the Headteacher – and deciding how to deal with the query and whether it should be referred to another member of staff
7. To liaise with tact and diplomacy with other school staff and others outside the school, particularly parents and representatives of the LA and the local community
8. Share expertise and skills with others
9. Participate in training and other learning activities and performance development as required

10. Recognise own strengths and areas of expertise and use these to advise and support others
11. To undertake other duties and responsibilities as required commensurate with the grade of the post
12. Coordination of school trips and other activities using the county's EVOLVE system.
13. Approving Category 1 visits on behalf of EHT.
14. Scrutiny of risk assessments/SV5 documents to ensure compliance
15. To coordinate the recruitment process for teaching staff
16. To support with managing the HR functions in school

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical requirements:	Office based
Transport requirements:	Required to use own transport to attend meetings both within and out with the County
Working patterns:	Normal hours but need to also work 'out of hours' as necessary
Working conditions:	Normally indoors

Northumberland County Council
PERSON SPECIFICATION

Post Title: PA to the Headteacher	Service: Childrens Services	Ref: SG39
Essential	Desirable	Assess by
Knowledge and Qualifications		
<p>Excellent numeracy/literacy skills – English and Maths GCSE A*-C equivalent</p> <p>A minimum of 2 A-Levels</p>	<p>Degree or equivalent in a relevant discipline</p> <p>Willingness to participate in further professional development</p> <p>Further qualification or training in Business Administration</p>	<p>Application References Interview</p>
Experience		
<p>Successful secretarial experience</p> <p>Working in a business environment at a managerial level</p> <p>Experience of working with other agencies and professionals</p> <p>Experience of formulating and implementing policy and procedures</p> <p>Knowledge and experience of whole school procedures, organisation and structure so that work can be prioritised and synchronised with the requirements of the Headteacher and the school</p> <p>Experience of a busy and sometimes pressurised office environment</p> <p>Proven tact and diplomacy in dealing with adults and children</p>	<p>Working in an educational establishment at managerial level</p> <p>Experience of managing budgets</p> <p>Experience of managing a multidisciplinary team</p>	<p>Application Interview References</p>
Skills and competencies		
<p>Excellent ICT skills</p> <p>Administrative skills</p> <p>Can work within the boundaries of confidentiality</p> <p>Ability to motivate and influence others</p> <p>Very high level of interpersonal skills, particularly:</p> <ul style="list-style-type: none"> • Negotiation skills • The ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations • The ability to work as a member of a collaborative team • The capacity to remain calm and to cope with the unexpected <p>The ability to prioritise</p> <p>Ability to relate to both adults and children</p> <p>Ability to self-evaluate learning needs and actively seek out learning</p>	<p>Knowledge of shorthand</p> <p>Knowledge of education issues</p> <p>Knowledge of Governance issues</p> <p>To have had experience of ICT packages used in schools</p>	<p>Application References Interview</p>
Physical, mental and emotional demands		
<p>Continuous periods of concentrated mental attention and pressures from deadlines, interruptions or conflict</p> <p>Highly confidential student and staff disciplinaries and hearing bodies, participating in and dealing with children, families, adults and union representatives</p>		<p>Interview References</p>
Other		
<p>Willingness to take and act on advice</p> <p>A commitment to and interest in the wellbeing, support and achievement of young people</p>	<p>Evidence of learning beyond the workplace</p>	<p>Interview</p>

<p>A belief in teamwork and co-operation with adults and children Excellent health and time keeping record Can work on own initiative Flexible Patient and tolerant Good interpersonal skills Can work under pressure</p>		
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits