

**St. Cuthbert’s Catholic Primary School**

**Job Description - PA to Headteacher**

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| **Directorate:** | Children’s Services |
| **Division:** | Schools |
| **Post Title:** | Personal Assistant/Office Manager AA1195 |
| **Evaluation:** | 446 Points **Grade: N5** |
| **Responsible to:** | Head Teacher |
| **Responsible for:** | N/A |
| **Job Purpose:** | To work as part of the administrative team, support the school in attaining its aims and objectives by providing secretarial support to leadership team. |

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

# PA and administrator of the Head Teacher’s Office

1. Provide timely and effective secretarial and administrative support to the Head Teacher (and other members of the Leadership Team) in accordance with good secretarial practice.

1. Ensure the effective operation of the Head Teacher’s personal office to ensure the efficient discharge of functions to Governors, teachers and parents including hospitality arrangements and management of the Head Teacher’s diary.

1. Assist the school by maintaining good relationships with staff, parents, governors, contractors’ representatives and external agencies in order to promote the objectives of the school.

1. Generate correspondence and reports of a routine nature. Completion of forms and returns required by Department of Education and Skills and other external agencies.

1. Reception and dealing with Head Teacher’s mail, calendar and visitors.

# Lead administrator for Personnel matters within school

1. Provide and effective recruitment administration process for all job vacancies to support the image of the school as a good employer and help to attract and recruit good quality applicants.

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1. Oversee the process of staff recruitment on behalf of the leadership team and departmental staff ensuring that candidates are kept informed and recruiting managers are well prepared.

1. Manage necessary contractual matters relating to the appointment of successful candidates including ensuring pre-employment checks and contract administration are successfully completed in liaison with appropriate departments of the City Council.

1. Ensure that all staff records are kept up to date and secure, including reporting sickness/other absences and monitoring patterns/trends.

1. Co-ordinating the administration of all personnel matters relating to sickness and absence including organising sickness absence reviews and advising Head Teacher or action required.

1. Advising and/or seeking information for staff on personnel matters.

# Administrator of Governor Business

12 Provide timely and effective secretarial and administrative support to the Governors in accordance with good secretarial practice.

# Administrative duties

1. Developing and maintaining good practice in relation to the provision of an efficient and effective service within the reception areas and other administration offices.
2. Oversight of stationery supplies for admin and other departments.

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