

# FINCHLEY CATHOLIC HIGH SCHOOL

## Job Description

<b>Post Title:</b>	Head's PA
<b>Purpose:</b>	To support the Headteacher in all aspects of their work
<b>Reporting to:</b>	Headteacher
<b>Liaising with:</b>	Governors, Senior Leadership Team, staff, parents, external providers
<b>Working Time:</b>	36 hours, Term-time plus one week
<b>Salary/Grade:</b>	25-28 (new NJC scale)
<b>Qualifications and experience</b>	Significant experience as a PA See Person Specification
<b>Disclosure &amp; Barring Service</b>	Enhanced

### MAIN DUTIES & RESPONSIBILITIES

<b>Head's PA</b>	<ul style="list-style-type: none"> <li>• Provide a confidential full PA service to the Headteacher</li> <li>• Maintain the Headteacher's diary and draw meetings and other appointments to their attention</li> <li>• Organise meetings in school for the Headteacher including inviting other participants</li> <li>• Ensure that the Headteacher is briefed for all meetings with relevant correspondence, documents/presentations and in the Headteacher's absence refer matters to the relevant member of the Senior Leadership Team</li> <li>• Co-ordinate the agenda for weekly SLT meetings, attend meetings, take minutes and distribute accordingly</li> <li>• Attend and take minutes of any other meetings as requested by the Headteacher</li> <li>• Act as first point of contact for visitors, staff and students who have a meeting with or wish to speak to the Headteacher</li> <li>• Oversee hospitality and refreshments for Headteacher's visitors, meetings and school events as requested.</li> <li>• 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 generally.</li> <li>• Liaise with members of the school Governing Body</li> <li>• Collate information for the Headteacher's Report to the Governing Body and distribute accordingly</li> <li>• Create, produce, maintain and distribute the SLT diary of events</li> <li>• Create and distribute letters, reports and other documents as required</li> </ul>
<b>HR</b>	<ul style="list-style-type: none"> <li>• Advertise all school vacancies using the appropriate media, ensuring that details are available through the school website</li> <li>• Collate all applications for vacancies and ensure that these are made available to the relevant members of staff</li> <li>• Request employment and personal references prior to interview and follow up as and when necessary</li> <li>• Liaise with relevant members of staff, to co-ordinate a schedule for the selection process to include times for interviews, presentations and lesson observations</li> <li>• Ensure that candidates have all necessary information relating to the selection process prior to the interview day</li> <li>• Collect all necessary documents from applicants to include those required for safeguarding and evidence of qualifications, and complete right to work checklist</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide all necessary documentation, including offer letter and contract of employment for successful applicants</li> <li>• Create and maintain a personnel file for each school employee ensuring that these are kept securely at all times</li> <li>• Maintain the Single Central Record ensuring that all necessary information is current and recorded appropriately</li> <li>• Distribute relevant starter forms when completed</li> <li>• Bring to the immediate attention of the Headteacher, any concerns arising from a member of staff's documentation or personnel checks</li> <li>• Update Sims with staff information</li> <li>• Update the DfE website with relevant teacher and governance information</li> <li>• Process staff leaver letters and issue appropriate leaver forms</li> </ul>
<b>Staff Managed</b>	None
<b>Budget</b>	None
<p><b>Other Specific Duties:</b></p> <ul style="list-style-type: none"> <li>• To contribute to staff training as appropriate</li> <li>• To play a full part in the life of the school community, to support its Strategic Commitment, Purpose and Intent and to encourage staff and students to follow this example</li> <li>• To promote actively the school's policies</li> <li>• To continue personal, professional development</li> <li>• To actively engage in the school's self-review and evaluation processes</li> <li>• To actively engage in the school's Performance Management processes</li> <li>• To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate</li> <li>• To attend meetings as determined in the meetings policy and as directed by the Head teacher</li> <li>• To comply with the school's procedures concerning safeguarding and to ensure that training is accessed</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.</p>	
<p>This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title. <b>(Sept 2021)</b></p>	