

## Hendon School



### Job Description

<b>Job Title:</b>	PA to the Headteacher
<b>Hours:</b>	36 hours pw (Full Time)
<b>GRADE:</b>	SCP 29 - 32
<b>REPORTING TO:</b>	Headteacher
<b>LINE MANAGEMENT:</b>	None

#### JOB PURPOSE

- To provide an indispensable day-to-day support to the Headteacher to maximise her efficiency.
- To provide support in the strategic running of the school through developing a deep understanding of the Headteacher's needs and preferences.
- To act autonomously and use informed initiative to deal with issues that arise.

#### RESPONSIBILITIES

##### Support the Headteacher

- To provide organisational, administrative and personal support to the Headteacher with a full understanding of their priorities and deadlines.
- To manage the Headteacher's diary, understanding the priority and nature of key meetings, anticipating needs and building flexibility into scheduling. Arrange appointments as appropriate, and ensure that the Headteacher is adequately briefed on matters to be discussed.
- To ensure that deadlines are met, prioritise and prompt the Headteacher where necessary.
- To prepare confidential reports, presentations, letters and documents for the Headteacher and co-ordinate project work, this could involve; investigating, researching, and communicating with all parties' involved and collating information.
- To be the first line of contact for the Headteacher and reply directly to matters arising from enquiries, correspondence emails or calls and follow up as necessary.
- To liaise/communicate on behalf of the Headteacher with Governors, staff, parents, pupils, LA, union and members of the extended community on all matters.
- To create and maintain filing systems, ensuring that information is secure and accessible.

- To organise internal and external meetings, ensuring that resources and refreshments are available.
- To prepare documentation such as agendas and information for meetings, ensuring all attendees receive the relevant papers in good time.
- To meet and greet all the Headteacher’s visitors, ensuring they are welcomed in a polite, friendly and efficient manner, portraying the values of the School.
- To take and type up notes from meetings as and when required.
- To ensure that matters arising from meetings are disseminated to appropriate people within agreed timescales.
- To communicate clearly, confidently and in a professional manner at all levels both internally and externally.
- To use initiative, persuasion, negotiation and creativity to solve problems without the need to escalate matters.
- To build and maintain strong working relationships with key contacts to ‘make things happen’.
- To convey a professional image at all times, exercising tact and diplomacy in handling a range of situations of differing content and complexity.
- To handle sensitive information with the highest level of discretion and confidentiality, ensuring that information is only shared on a need by know basis and is kept secure.

**Governing Body**

- To assist in the preparation of correspondence for Governors and ensure Governors receive all relevant correspondence.
- To support the Headteacher and Chair of Governors in organising the programme of events for the annual Governors Day and other Governors events.
- To coordinate communication with and for the Governing Body in a timely manner.

**General**

- To be aware of and comply with policies and procedures relating to Safeguarding, Equal Opportunities, Behaviour for Learning, Health and Safety, Data Protection and Confidentiality, reporting all concerns to an appropriate person
- To contribute positively to the vision and ethos of the School.
- To be flexible and work according to needs, which may involve working outside the school day.
- To plan and execute events such as the Awards Ceremony; design invitations, coordinate activities and liaise with Middlesex University.
- To manage the PA’s budget
- To undertake other relevant duties associated with the job purposes allocated at the discretion of the Headteacher.

This job description is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the School, following appropriate consultation.

Signed .....  Name..... ..... .....  Dated .....
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