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**JOB DESCRIPTION**

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| **School/College:** | **West Norfolk Academies Trust – Snettisham Primary, Heacham Infant and Nursery and Heacham Junior Schools.** |
| **Job Title:** | **Headteacher’s PA** |
| **Grade:** | **Grade F, Point 12 – Point 17 (£22,183 - £24,491 pa FTE based on a 37 hour week) Please note salary will be pro rata. (£11.50 – £12.69 per hour)** |
| **Hours/weeks:** | **20 hours per week, 39 weeks per year (term time + 1 week)** |
| **Responsible to:** | **Executive Headteacher – Snettisham Primary school, Heacham Infant school and Heacham Junior School** |
| **Working With:** | **Executive Headteacher****Office Administration Teams within these schools** |

**Purpose of the Job**

To manage effectively the administration for the Executive Head Teacher to ensure working practice is efficient and proactive. To lead a professional and positive service that provides visitors to the Head Teacher with a welcoming first impression. To provide high quality PA support to the Headteacher, maintaining confidentiality at all times.

**Responsibilities**

* Manage the administration and reception duties associated with the Head Teachers function by effectively determining priorities and workload.
* Undertake administration responsibilities as dictated by the Head Teacher related to recruitment, induction, training, scheduling interviews and performance management.
* Liaise with each school reception to ensure that both processes and staff are aligned in providing a friendly, professional and efficient service when greeting any visitors for the Head Teacher.
* Provide reception/administration cover when required, in each of the schools.
* Maintain high standards in the work of the administration and lead by example to demonstrate the importance of this.
* Proactively liaise with West Norfolk Academies Trust concerning processes that are, or may be, partly centralised, to maximise the benefits for the Trust and the School.
* Maintain accurate records where appropriate, both paper and electronic, including financial records, staff files and training records.
* Support the schools and West Norfolk Academies Trust in the processing and management of data, ensuring compliance with regulations and legislation.
* Ensure staff files, school files and data are managed securely and appropriately in compliance with regulations and legislation.
* Arrange hospitality for the Head teacher’s visitors at meetings and school events as requested.
* Attend and minute meetings and hearings on request, for both scheduled and ad hoc meetings. Flexibility of hours is therefore essential.
* Lead meetings and provide notes for stakeholders (admin, teachers, parents, support staff, pupils, governors) to communicate and inform about them about organisational events and information
* Adhere to safeguarding requirements in all matters, including Safer Recruitment.
* Ensure DBS checks for new staff are completed across schools, as appropriate, and identify any risks to the Headteacher immediately.
* Ensure the Single Central Record across schools is accurately and fully maintained and identify any risks to the Headteacher immediately.
* Carry out general administrative duties, including photocopying and filing.
* Ensure that all work is undertaken in accordance with agreed policies, procedures and appropriate legislation, and that this is adhered to across the team.
* Maintain the Head teacher’s diary. This includes organising meetings on their behalf, inviting attendees, coordinating agendas, and organising venues and bringing meetings and other appointments to their attention.
* Maintain/update whole school calendars and diaries where required and under direction from the Head Teacher.
* Provide assistance in the coordination of school evening events, liaise with staff members and provide support to ensure all events in school maintain a consistently high standard.
* Use the school’s MIS system effectively.
* Apply first aid, as appropriate, and undertake first aid training when required.
* Produce Attendance data as required by the Head Teacher
* Extract pupil progress information as required by the Head Teacher.

**Job context**

The success of the schools busy administration and reception teams is dependent on each member demonstrating a flexible attitude and being able willing to assist other team members when required.

A significant amount of the information dealt with is confidential and it is important that it is dealt with discreetly and with integrity, ensuring that information is not disclosed to any unauthorised person.

Due to the routine of each school, the workload of this post may not be evenly spread throughout the year. Flexibility of hours will be vital to fulfil the duties required.

The Head Teachers PA will be required to liaise directly with the administration teams based within each school so good communication skills both written and verbal are essential.

# Promotion of School Values

There is a requirement for this post holder to:

* Contribute to whole School events as and when required.
* Positively support the work of West Norfolk Academies Trust and develop strong working relationships with Trust staff to ensure the school maximises the benefits from the Trust partnership.
* Support and contribute to each school’s commitment to safeguarding all students.
* Maintain awareness of the School’s duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
* Comply with the codes of conduct, regulations and policies of each school and Trust and its commitment to equal opportunities.

**Flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Head teacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of each school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary. This Job Description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy’s financial regulations.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

**PERSON SPECIFICATION**

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| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Level 2 English | **🗸** |  | Appl/Ref |
| Level 2 Maths | **🗸** |  |
| Qualification relating to business administration or office management |  | **🗸** |

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| **Experience** | **Essential** | **Desirable** | **How assessed** |
|  Experience of managing a busy office (preferably including the line management of staff).  | **🗸** |  | Appl/Int/Ref |
| Experience of working in an education environment. |  | **🗸** |
| Secretarial experience, including minute taking, call and diary management.  | **🗸** |  |
| Experience of using a Management Information system – particularly experience of School Asset software.  |  | **🗸** |
| Experience in all aspects of general administration and effective task prioritisation. | **🗸** |  |
| Experience of using Microsoft Word and Excel to produce a range of professional documents. | **🗸** |  |
| Proven experience of dealing appropriately with confidential and sensitive information. | **🗸** |  |
| Proven experience of leading meetings for stakeholders within organisation | **🗸** |  |  |

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| **Knowledge/Skills/Ability to** | **Essential** | **Desirable** | **How assessed** |
| Excellent verbal and written communication skills, including telephone manner, tact, diplomacy and confidentiality. | **🗸** |  | Appl/Int/Ref |
| Knowledge and experience of whole school procedures, organisation and structure. |  | **🗸** |
| Knowledge of Equality and Diversity and an understanding of issues faced by vulnerable children and young people. |  | **🗸** |
| Work professionally under pressure and meet deadlines. | **🗸** |  |
| Use a solution focused approach. | **🗸** |  |
| Excellent ICT skills  | **🗸** |  |
| Excellent interpersonal skills  | **🗸** |  |
| Willingness to learn and develop new skills | **🗸** |  |
| Consult and negotiate with external agencies to reach the best outcome for the school. |  | **🗸** |

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| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Commitment to the provision and improvement of quality service provision. | **🗸** |  | Appl/Int/Ref |
| Demonstrate vigour and persistence to achieve goals and targets. | **🗸** |  |
| Self-motivated and ability to use own initiative. | **🗸** |  |
| Face all challenges with a positive attitude taking whatever action to achieve a positive outcome. | **🗸** |  |
| Ability to be flexible and adaptable if required. | **🗸** |  |
| A commitment to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges and developing new skills. | **🗸** |  |

Appl = Application form Int = Interview Ref = Reference