

PA to the Headteacher and School Administration Manager



Grade 10

To provide a full administrative service to the Headteacher and to lead and manage the Administration Team to ensure that staff, pupils, governors and parents receive a high quality, responsive, effective and efficient administrative support service.

The postholder is responsible to the:

- Headteacher in all matters
- The postholder is also expected to interact on a professional level with colleagues to promote a mutual understanding of issues related to his / her area of work

The postholder is responsible for:

- The line management and supervision of the Administration Team
- The coaching, mentoring and development of the Administration staff

Main areas of responsibility

For the Headteacher

- To act as first point of contact for enquiries to and communications with the Headteacher (filter and redirect as appropriate). To manage and maintain the Headteacher's diary of appointments to optimise the best use of time, informing the Headteacher in advance of forthcoming appointments and commitments, and preparing papers, reports and any other necessary background information required.
- To produce correspondence, reports and other documentation including the Staff Handbook (word processing, desktop publishing, power point and spreadsheets) to meet the Headteacher's requirements.
- To communicate, on behalf of the Headteacher, with parents with respect to enquiries, complaints, student exclusions and sanctions, providing administrative support and keeping appropriate records.
- To receive visitors on behalf of the Headteacher and to make appropriate arrangements for their hospitality.
- To make arrangements and organise events on behalf of the Headteacher, as required, including meetings, appointments, interviews and travel, ensuring that all necessary confirmation of arrangements is undertaken.
- To organise, attend and take notes at meetings in order to produce an accurate record of proceedings.
- To manage the staff appointments procedure and to provide all aspects of administrative support for staff appointments, as required, including the arrangements for the interview process.
- To maintain filing systems and databases to ensure that the information is kept up to date and easily accessible, including staff personal files.
- To monitor any trends and/or maintain any required logs or records, including a record of complaints.
- To maintain a reference library of essential statutory and reference documentation, including publications which must be available for public inspection.
- To manage stock requirements for the Headteacher's office and the main office.

For the Governing Body

- To service Governing Body committee meetings, preparing and disseminating the agenda, accompanying documentation and minutes in good time; and to attend these meetings as minuting secretary.
- To liaise as necessary with the Clerk to the Governing Body with respect to the preparation and dissemination of full Governing Body and Governing Body disciplinary committee documentation.
- To maintain records, both confidential and for public inspection, of all Governing Body activity.

As Administration Manager

- a) To lead and manage the work of the Administration Team, ensuring that the team responds effectively and timely to school needs by planning and prioritising the work of the section and providing quality assurance.
- b) Monitors and evaluates more complex management information, policies and procedures.
- c) Required to interpret complex documentation, to identify any necessary action and to provide written reports.
- d) Responsible for the management and supervision of staff in the Administration Team, including their Health and Safety, welfare, development, performance reviews, recruitment and selection, induction and assistance with competency issues.
- e) To undertake training within the team as appropriate.
- f) Chairing Administration Team meetings, involved in consultation and negotiation processes within the team and attending any other meetings to represent the group.
- g) Ensuring that users understand and know the range of services on offer by the team, marketing them appropriately.
- h) Responsible for the development of new departmental administrative procedures and systems to ensure the team functions in the most effective and efficient manner.
- i) To be the school's Educational Visits Co-ordinator, undertaking relevant training, ensuring that all necessary procedures and policies are understood and adhered to, in consultation with the Headteacher.
- j) To contribute to the development planning process. Produces the improvement plan for the administration team.

Subject to the duration of the need, the special conditions given below apply:

- a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- b) To undertake training in accordance with job requirements and performance reviews.
- c) To comply with the requirements of equal opportunities, data protection, copyright, Health & Safety and other relevant legislation and school policy.
- d) Expenses will be paid in accordance with the Local Conditions of Service.
- e) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when 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.

To perform other such duties as may be requested by the Headteacher.

Personal Profile and Skills:

- Highly efficient, meticulous, punctual, reliable and with a sense of humour.
- Courteous, friendly, calm but firm.
- Exceptional interpersonal skills.
- An ability to work as part of a high-performing team.
- Excellent verbal and written communication skills.
- Good time management with the ability to work under pressure and prioritise as necessary.
- The ability to work with highly confidential matters, with high standards of discretion, trust and judgement at all times.
- Able to take responsibility and to seek solutions rather than simply articulate problems.
- Advanced ICT skills.
- Experience of working in schools is desirable
- Educated to Level 3/A Level equivalent or with extensive relevant experience