



## KING EDWARD VI SCHOOL

### JOB DESCRIPTION – PA TO HEADTEACHER

<b>Salary Scale/Range:</b>	Grade 5 (15-18)
<b>Hours:</b>	37 hour per week/ 41 weeks per year (term time plus three weeks)
<b>Responsible to:</b>	Headteacher
<b>Purpose of the Role:</b>	Provide secretarial and administration to the Headteacher, including maintaining confidential records, diary management, correspondence, public relations support, telephone enquiries and assisting a wide range of visitors as required. As a senior post holder, support the development and progression of the administration team.

#### Key duties and responsibilities:

##### Provide support to the Headteacher

- Act as the first point of contact for staff, parents, governors and other stakeholders looking to speak with the Headteacher
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Interpret headteacher's comments into draft written correspondence to be sent to relevant stakeholders
- Manage multiple email inboxes (Admin@, Head@) and Call Parent inbox, ensuring the school meets its expected response times and emails for the Headteacher are acted on
- Coordinate the Headteacher's diary, making decisions around priorities and ensuring the Headteacher is suitably briefed
- Welcome visitors on behalf of the Headteacher
- Assist staff, parents, governors and other stakeholders with the information and support they need
- Respond to mail, escalating to the Headteacher where necessary, handling all confidential correspondence with discretion, maintaining accurate records in efficient files and online systems
- Support the Governing Body by liaising with the Clerk
- Organise Parent/Staff Governor Elections when necessary
- Support Foundation Trustees by liaising with the Clerk
- Support the headteacher to manage their workload, advising on priorities where appropriate
- Prepare the headteacher for meetings by assembling reports and relevant documents
- Attend weekly staff briefing, make and distribute notes to all staff

### **Administration of SLT**

- Service weekly SLT meetings - preparing agendas, producing minutes and follow up on action points
- Produce SLT supervision rota for exam periods
- Coordinate duty cover for SLT when needed

### **School administration**

- Collate, edit and distribute weekly Staff Bulletin
- Collate, edit and distribute weekly Parent Newsletter
- Collate requests for daily Tutor Bulletin, including editing, checking and authorisation
- Assist with the organisation of a wide range of events in school, including Open Evenings and Parent Forums
- Liaise with Local Authority/Public Health on school issues
- Holder for 'all staff' email circulation
- Support general daily school correspondence

### **General**

- Maintain index of school policies liaising with Clerk to Governing Body as necessary
- Proof reading all outgoing school communications
- Additional support for Reception as and when required
- Perform such other tasks as may be determined by the Headteacher/Business Manager from time to time

### **Personal Development**

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice and to keep up-to-date with current educational developments and legislation affecting school governance
- Participate in regular performance management

### **Policy and practice**

To carry out the duties contained within this job description in a professional and supportive manner and to work towards the agreed aims of the school. In the course of their employment, to act with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health & Safety Policy.