

PA TO THE HEADTEACHER JOB DESCRIPTION

Responsible to: The Headteacher

Other key relationships: The Senior Management Team

Purpose of the Role

The PA to the Headteacher is a key member of the School's administrative team, ensuring the smooth operation of the Headteacher's office and providing vital support across HR, compliance, admissions and administration.

Key Responsibilities

Headteacher Support

- Manage the Headteacher's diary, appointments and correspondence, ensuring they are well-briefed and prepared.
- Handle all incoming telephone calls, emails and visitors to the Headteacher's office.
- Draft correspondence on behalf of the Headteacher.
- Liaise with parents and staff regarding pupil absences and other matters, ensuring enquiries are dealt with efficiently.
- Co-ordinate communication with Governors, prospective parents, visitors and senior schools.
- Support the Deputy Head Academic with transfer tests, references and interview arrangements.

HR and Recruitment

- Co-ordinate recruitment administration, including adverts, application packs, correspondence and interview arrangements.
- Ensure safer recruitment procedures are followed at all times.
- Maintain and monitor the staff training register, working with SMT to ensure statutory training is up-to-date.

Compliance and Policies

- Maintain the policies register and co-ordinate timely reviews.
- Work with the Headteacher to ensure policies are updated and published by required deadlines.

Admissions and Administration

- Provide administrative support to the admissions team when required.
- Offer cover in the school office as needed.
- Assist with the organisation of school events, including open mornings.

Safeguarding, Health and Safety

- Understand and uphold the school's safeguarding policies and procedures, reporting concerns promptly.
- Take reasonable care of your own safety, that of pupils, visitors, temporary staff, volunteers and contractors. Co-operate with the Head, the Bursar and members of the SMT in order to enable the Governors to comply with health and safety duties, reporting any risks or defects to the Bursar.

Professional Standards

- Maintain the highest standards of professionalism, discretion, and confidentiality.
- Model the school's ethos and values in all interactions.
- Demonstrate high personal standards of appearance, behaviour and punctuality.
- Communicate effectively and collaboratively with colleagues, embracing new practices where appropriate.
- Adhere to the school's Code of Professional Conduct and all relevant policies.

This role is a regulated activity as defined by the disclosure and barring service.