Newfield
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Job Profile

Job Title	**PA to the Headteacher / Clerk to the Governors**
Job Role	**Admin and Organisation Support**
Grade	**Band E pro rata, term time only**

Job Purpose

1. To act as Personal Assistant to the Headteacher and to provide the administrative support required to the efficient function of the Headteacher role
2. To provide administrative support to the Senior Leadership Team and work closely with and support the Strategic Business Services Leader
3. To lead and facilitate the delivery including administration functions of the governing body
4. To actively promote the school within the wider community
5. To provide administrative support relating to all Business Meetings and other admin support as and when required as directed by the Strategic Business Services Leader / Office Manager

Main Responsibilities

- To provide a full range of advanced secretarial services for the Headteacher, including drafting letters for approval, minute taking, setting up systems and filing
- To manage the Headteacher's diary, organise and schedule meetings and book courses. To develop and distribute agendas and prompt actions from school business meetings, at all times maintaining timely responses to tight deadlines
- To remain conversant with the Headteacher's workload on an on-going basis, whilst actively supporting the Headteacher in discharging day to day school matters and queries. Undertaking roles and tasks (with minimal supervision) that require an in-depth understanding of methods, systems and processes over a wide range of procedures. Act as trouble shooter for referred problems.
- On a daily basis, to deal with the Headteacher's post and email account, redirecting/distributing as appropriate. To sort and distribute the incoming mail from the LA to necessary/relevant parties across the school.
- To act as first point of contact for the Headteacher's incoming telephone calls, responding to queries and providing general information about the school as appropriate
- To receive and welcome visitors to the Headteacher in a professional manner, providing refreshments as required
- To support the Headteacher and recording of complaints.
- To support the governing body.
- To support and provide administrative assistance when necessary to the Strategic Business Services Leader and team
- Work independently but directed by the Headteacher to take responsibility for the preparation and compilation of formal correspondence, reports, emails, mail merges, spreadsheets, databases and presentations
- To review and develop systems to support the role of a PA, undertake research, obtain and disseminate information to others to ensure effective and efficient working. You will be responsible for establishing and managing an effective filing system for the Headteacher
- To develop and supervise the maintenance and accuracy of manual and computerised records/management information systems

- To monitor own and Headteacher's stationery/equipment needs and maintain an inventory or such, placing orders as and when appropriate in line with the financial regulations of the school
- To acknowledge the need for and practice confidentiality, in regard to handling sensitive information pertaining to students, staff or school matters/issues

Promoting the School

- To liaise with the Council's communication department and the press to promote the school
- To populate and contribute to the management of the school website
- To assist in the development of strategies to promote the school in the wider community
- To attend after school/evening events and compile reports on events for publication
- To manage the schedule for/take responsibility for the production of the school prospectus and the school Bulletin

Supporting the Senior Leadership Team (SLT) & Clerk to Governing Body

- To provide full administrative support to the Senior Leadership team meetings.
- Selection of arrangements for the governing body (e.g. Parent/Staff governor elections).
- Administer arrangements for governing body meetings
- Administration of Governor correspondence; dealing with governors' queries, to send out agenda's for upcoming meetings within a timely manner along with any other documentation
- To plan, co-ordinate and implement the Senior Leadership Team's schedule of line management meetings, providing documentation and notify attendees to ensure that business is completed within agreed timeframes and standards, meeting the school's requirements.
- To support the production of a wide range of detailed, complex, statutory or specialist documents to ensure that the needs of the Leadership Team are met. To include meeting agendas, minutes, reports and other documents as required; all to be completed to high standards of accuracy and within tight timescales.
- To attend Governing Body subcommittee meetings, taking accurate minutes of the meetings, arranging refreshments.

WORKING PATTERN	
Hours per week	37
Weeks per year	• 38 weeks during term time • Plus 5 professional (INSET) days per year
Daily operating hours	Hours to be worked flexibly around the needs of the school

Person Specification

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	To be identified by: (e.g. application form, interview, reference etc.)
Experience		
Experience of working in a busy office environment for 3 years or more	E	AF
Experience of using Microsoft Office packages including Word, Excel and Outlook	E	AF
Experience of working as an experienced administrator	E	AF
Experience of line managing others	E	AF/I
Secretarial qualification / Administration qualification Level 4	D	AF/I
Experience of working within school administration	D	AF
Knowledge/skills/abilities		
Ability to respond appropriately and professionally to everyone you interact with	E	AF/I
Ability to maintain confidentiality	E	AF/I
Excellent communication skills	E	AF/I
Ability to plan and prioritise work and meet deadlines	E	AF/I
Ability to work in an organised and methodical way.	E	AF/I
Good literacy and numeracy skills	E	AF/I

Ability to follow written and verbal instructions	E	AF/I
Excellent customer service skills	E	AF/I
Excellent ICT skills	E	AF/I
Ability to work accurately under pressure and meet tight timescales, whilst managing competing demands	E	AF/I
Personal Attributes required (on the basis of the job description)	**Essential (E) Or Desirable (D)**	**To be identified by: (e.g. application form, interview, reference etc.)**
Knowledge/skills/abilities continued		
Excellent attention to detail and high level of accuracy	E	AF/I
Ability to work with limited supervision and proactively engage in team working and projects	E	AF/I
Ability to lead, mentor and coach others	E	E
Ability to speak another language other than English	D	AF/I
Personal Qualities and Competencies		
Exceptional verbal and written communication skills	E	AF/I
Good ICT skills	E	AF/I
Strong interpersonal skills and able to work using own initiative	E	AF/I
Works well as part of a team	E	AF/I
Understands the importance of excellent customer service	E	AF/I
Shows a high level of enthusiasm and commitment	E	AF/I
Ability to work flexibly to meet the needs of the school	E	AF/I
Resilient and calm under pressure	E	AF/I
Commitment to safeguarding and promoting the welfare of children	E	AF/I