

JOB DESCRIPTION

POST: PA to the Leadership Team

PAY GRADE: H7 – H8

RESPONSIBLE TO: Headteacher

Overall Purpose of the post

The PA to the leadership team is a core member of the leadership team. The primary role is to provide admin support to the leadership team within set deadlines, and be responsible for responding to a wide range of enquiries

The school is a busy environment, and no two days are the same; the post holder must have excellent written and spoken communication skills, be able to work under pressure and meet deadlines while ensuring work remains accurate and of a high standard.

The post holder will interact with every level of the school community, from pupils and staff to parents and governors, therefore they must be articulate and presentable.

General Duties and Responsibilities

The role includes:

- To uphold the highest possible standards in matters of safeguarding pupils.
- To provide efficient and effective support to the leadership team.
- To organise a system to ensure that tasks and correspondence are actioned by the leadership team in a timely manner, including drafting routine correspondence.
- To ensure that all matters are dealt with in strict confidence and that information is not disclosed to others.
- To maintain the leadership diary and action amendments where necessary.
- To be responsible for dates in the school calendars directly relating to leadership.
- To support with communications to parents.
- To support with staffing across school.
- Take minutes at meetings and manage communications.
- To support and ensure that all risk assessments in relation to pupils are up to date at all times.
- To assist with the preparation, drafting and production of documentation for Governors.

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- To assist in the marketing of the school.
 - To work with the leadership team in supporting the organisation for key school events throughout the academic year.
 - To ensure that educational visit risk assessments have been completed on Evolve and reviewed as necessary.
 - To support with hospitality and functions throughout the school year.
 - To ensure that all matters are handled with sensitivity towards confidentiality, particularly towards GDPR.
 - To undertake a variety of administrative duties including carrying out research, obtaining information, providing analysis and evaluation of data and information, and producing reports and records as required for the leadership team.
 - To be flexible in meeting the needs of the leadership team.
 - To undertake any reasonable request from the Headteacher or members of the leadership team.
 - Contribute to the ethos and aims of the school.
 - To be aware and comply with school policies and procedures.
 - From time to time the PA to the leadership team may be required to work beyond usual hours. This will be agreed in advance with the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post each individual task may not be identified. Employees will be expected to comply with any reasonable request from members of the leadership team to undertake work of a similar level that is not specified in the job description.

The job description should not be viewed as a comprehensive description of the post and is not a contract of employment, nor any part of it. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected:

- To comply with any reasonable request from those in a position of responsibility of a similar level that is not specified in their job description.