

Job Description

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| Job title | PA to Headteacher | Grade | LBR8 |
| School | Oaks Park High School | | |
| Reports to | Headteacher | | |
| Hours | 36 hours per week (Term Time Only + plus 2 weeks) | | |
| Purpose of job | | | |
| To provide full secretarial and administrative support to the Headteacher and members of Senior Leadership Team (SLT) as required; to support with the administration of the recruitment process for the school; provide confidential support and assistance to the Headteacher to ensure an efficient and effective running of the Headteacher's office and daily business. | | | |
| Main duties and responsibilities | | | |
| <ul style="list-style-type: none">• To provide administrative and secretarial support for the Headteacher in an efficient and effective manner, maintaining confidentiality at all times• Liaising with the School Business Manager and Headteacher:<ul style="list-style-type: none">• to manage and administer all new starter contracts, contract changes and termination of contracts for both teaching and support staff by distributing letters to relevant parties, completing forms and submitting to Payroll• to ensure accurate records are maintained to deliver an efficient Staff Workforce Census• To provide administrative support for the performance management system. This involves ensuring an accurate list of staff names are on BlueSky, staff are aware of deadlines and how to access their BlueSky accounts. Management of the lesson observation rota, maintaining a register of Upper Pay Scale (UPS) documents received, issuing reminders to appraisers and keeping track of the school-wide system• To maintain electronic records for all teaching and support staff on SIMS and the Single Central Record. This requires the application of specialist knowledge and the law about recruitment, barring, spent convictions and legislation that affects the employment of those who work with children,• Lead on the production of the Staff Handbook and Student Planners, in conjunction with the SLT, decide on the content, ensure accuracy in content, dealing with the publisher and managing the timescale and delivery• To deal promptly and efficiently with the Headteacher's post. To open correspondence and prioritise ensuring that all communication is answered and is copied/directed/filed as appropriate to the responsible member of staff. To bring to the Headteacher's attention any urgent/confidential post• To manage and deal with correspondence through the Headteacher's PA email inbox• To draft letters, memos on behalf of the Headteacher and to send holding letters when necessary• To type letters, memos,, reports and input data for the Headteacher and other members of the SLT as necessary• To update the weekly school staff bulletin, inserting notices as required including briefing notices and distribute to all staff• To research information for the Headteacher as requested• To meet and greet visitors and ensure visitors without appointments are screened and dealt with appropriately• Responsible for ordering and managing the resources for the leadership team and governing body• To answer and screen all telephone calls to the Headteacher dealing with all callers in a professional manner• Take accurate messages and ensure that the Headteacher's attention is drawn to potentially high priority issues• To manage the refreshment and hospitality requirements of the Headteacher, guests and visitors | | | |

- To maintain the Headteacher's diary, keeping it up to date on a daily basis, to make appointments, arrange meetings, identify possible clashes and rearrange meetings when necessary, informing the Headteacher and relevant staff of any changes. This involves making travel arrangements, preparing meetings files, briefing notes etc, and extensive liaison with managers in school, the Local Authority and other outside organisations/agencies etc
- To maintain the Headteacher's filing system ensuring all filing is kept up to date promptly and accurately, archiving/creating new files where necessary
- To support the Headteacher in reviewing existing information and filing systems both manual and computerised, ensuring that such systems are updated and maintained as appropriate, and to be able to develop the use of Google Suite and other software to make full use of its potential

Providing support for the School

- To effectively organise meetings including:
 - Preparing/collating agendas;
 - Distribution of relevant documents;
 - Collate papers to attend meetings;
 - Ensure Headteacher is fully briefed;
 - Provide resources and refreshments;
 - Take accurate minutes highlighting actions;
 - Type up and distribute minutes as quickly as possible;
 - Other tasks as required by the Headteacher
- To arrange permanent exclusion hearings, distribute papers and inform the London Borough of Redbridge (LBR), all of which is to be done in line with the LBR policies
- To provide administrative support to the SLT for the preparation and coordination of papers required for governor meetings
- To liaise with senior members of staff in order to coordinate responses to whole school requirements
- To oversee and support the use of Groupcall/SIMS as an effective and home school communication tool.
- To input all school events on to the central electronic school diary file and Google Calendar and update through the year
- To ensure that School Policies and Governor pages on the school website are kept up to date and LBR policy updates are converted and put forward for adoption at the next available Governing Body meeting.

Providing support to Human Resources (HR)

- To administer the recruitment process for teaching and support staff, including drafting and posting advertisements, support the organisation of interviews, preparing offers of employment, ensuring all checks are completed prior to employment commencing, submitting all paperwork to payroll/Local Authority in line with the Safer Recruitment Policy
- To maintain the recruitment section of the school website
- To assist in arranging staff disciplinary meetings/hearings with Human Resources and to take minutes when necessary
- To liaise with school staff, governors, outside organisations/agencies, stakeholders, students, and parents on behalf of the Headteacher
- Record and minute disciplinary meetings chaired by the Headteacher or Deputy Headteacher
- Ensure DBS are completed and updated when necessary using the Update Service updating other relevant documents

Other Duties

- To uphold and further the school's equal opportunities policy and to carry out duties effectively and without discrimination
- Any duties on behalf of Oaks Park High School within the London Borough of Redbridge
- Any other reasonable duties within the scope of this function and grading as directed by the

Headteacher.

- To act at all times in accordance with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person and to provide a professional role model for pupils, parents and other staff
- Attend and participate in relevant meetings, training and other learning activities and performance development as required
- To be flexible to the needs of the Headteacher as and when needed

Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment.

*Please Note: You may be required to minute or provide support for some occasional evening meeting/events, for this work you will be paid additional hours or given time off in lieu. These duties are usually shared amongst administrative staff to give us the greatest flexibility.

No holidays to be taken during the school term unless approved by the Headteacher.

All schools Redbridge are committed to safeguarding and promoting the welfare of children and young people.

Therefore, all employees working at this school are expected to share this commitment.

Redbridge is an equal opportunity employer.

July 2020

Person Specification

| Job Title | PA to Headteacher | Grade | LBR 8 | | |
|---|-------------------|-------|-------|-----------|-----------|
| | | | | Essential | Desirable |
| Education and Qualifications: | | | | | |
| <ul style="list-style-type: none"> Excellent standard of education to degree or equivalent Secretarial or shorthand qualification may be an advantage | | | | * | * |
| Experience/Knowledge/Skills: | | | | | |
| <ul style="list-style-type: none"> A proven track record of successful PA or secretarial support to a Senior Leadership Team or similar relevant experience Excellent organisational skills, with strong attention to detail to ensure the smooth execution of tasks Experience of working on own initiative, prioritising and managing processes effectively Ability to manage multiple tasks and work well under pressure to meet deadlines Excellent writing skills, with ability to produce clear concise reports, correspondence and to maintain records to a high standard Ability to approach all confidential matters with discretion, sensitivity and diplomacy, preserving the integrity of school information Highly effective diary management skills, and the ability to use judgement where appropriate Excellent level of technology knowledge in ICT and a willingness to keep up to date with developments in technology A team player with the ability to develop and maintain positive working relationships Experience working in an education environment would be an advantage but not essential Experience of using school based information systems e.g. SIMS, would be an advantage but not essential | | | | * | |
| Other job requirements: | | | | | |
| <ul style="list-style-type: none"> Enhanced DBS check | | | | | * |