

### Job Description PA to Headteacher

Barr's Hill School is committed to safeguarding and promoting the welfare of Children and Young People and requires all staff and volunteers to share this commitment.

<b>Responsible to</b>	Headteacher
<b>Grade</b>	5
<b>Hours</b>	37 per week term time only plus 1 week (39 weeks) a flexible approach to working hours is required
<b>Location</b>	Based at Barr's Hill School with some requirement to travel

#### Job Purpose

To deliver a professional, comprehensive and confidential administrative service to the Headteacher providing efficient and effective support in relation to a range of related activities including representing the School and the Headteacher's Office.

#### Communication and Events

- Support staff school wide in the creation of a strong narrative for external stakeholders via developing, polishing and checking letters, emails and other parental comms as required.
- Where required, work with the marketing team to assist with the preparation of external school publications and updating the School website.
- Support the events team in ensuring that all externally facing events are smart and professional including comms with stakeholders

#### School Policy

- Provide support to ensure that School policies are up to date, maintaining a policy tracker and making arrangements for review and publishing.

#### Admissions

- Co-ordinate the School's admissions arrangements, working with colleagues to obtain admission information, make admission interview arrangements and provide support in the preparation of paperwork for:
  - Appeals
  - In-year admissions
  - Supported Transfers, FAP & Placements
- Maintain an admissions database and utilise the data to keep the Headteacher and Local Authority informed as required.
- Ensure that student admissions up to the on roll date are smooth. Communication internally and with parents is strong and all processes are followed accurately.
- Lead admissions meetings, supported by the Headteacher or other senior staff where required.

- Work in conjunction with the Headteacher and Data Team to lead the students on roll/off roll processes. Ensure processes are followed and the relevant information stored and tracked.

### **Exclusions**

- Prepare all documentation in respect of fixed term and permanent exclusions of pupils, including recording exclusions on SIMS, maintaining an exclusions database and a record of reportable exclusions.
- Ensure that the school complies with statutory requirements and guidelines in respect of admissions and exclusions.

### **Complaints**

- Ensure the timely and effective management of complaints received in accordance with relevant policies including maintain a tracker.

### **General duties and responsibilities**

- Represent the School and Headteacher's Office in a positive and professional manner at all times, receiving internal and external telephone calls, visitors and correspondence, dealing with enquiries and arranging meetings and hospitality.
- Develop and implement administrative processes, procedures and systems which maintain compliance with School policies and procedures and statutory requirements, including but not limited to those in respect of safeguarding and data protection.
- Ensure that communications are filtered and work is prioritised appropriately, bringing matters to the attention of the Headteacher accordingly.
- Work with the Headteacher to manage their electronic diary to ensure that their time is used as efficiently and effectively as possible; identify and resolve any potential conflicts and enable them to meet their commitments.
- Anticipate the requirements of the Headteacher, including making accommodation and travel arrangements, briefing them and providing relevant information prior to meetings and events.
- Act as liaison between the Headteacher and staff to ensure that matters are dealt with promptly, including gathering, collating and disseminating information, responding to questions and ensuring that actions are carried out and followed up.
- Organise events and meetings as directed by the Headteacher ensuring that venue and hospitality arrangements are in place, and that all relevant delegate information is prepared and circulated in a timely manner.
- Take accurate notes at briefings, meetings and hearings, ensuring that they are circulated in accordance with the relevant timescales.
- Prepare documents as directed including reports, agendas and correspondence for signature; sourcing, organising and analysing information as required and utilising appropriate formats.
- Liaise with parents, staff, Governors and external agencies including the Local Authority on behalf of the Headteacher as appropriate.

- Support the arrangement of Governing Body meetings, including liaising with and supporting the work of Governors and the Clerk to the Governing Body.
- Ensure that both hard copy and electronic filing systems, including email, are updated, maintained and kept secure in accordance with the Data Protection Act.
- Carry out general administrative duties including receiving, distributing and sending post, and emails, photocopying, printing and preparing packs of information.
- Be responsible for the provision of office supplies for the Senior Leadership Team.
- Undertake project work as directed.
- Report any safeguarding concerns in accordance with School safeguarding policies and procedures.

#### **Line management**

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work will involve demonstration of own duties, and providing advice and guidance to other employees.

#### **Professional Development**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of PA to the Headteacher are up to date.
- Be a professional role model, and understand and promote the aims and values of the School.
- Request advice, guidance and assistance from the Headteacher to undertake any aspects of the role as required.

<b>Special conditions of employment</b>
<p><b>Rehabilitation of Offenders Act 1974</b></p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>
<p><b>Safeguarding and Promoting the Welfare of Children and Young People</b></p> <p>The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p>

### **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

### **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

### **Equality and Diversity**

The School is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations and expects all employees to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

### **Training and Development**

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

### **The School Operates a Strictly No Smoking Policy**

This applies to all School premises and those where School services are provided.

**This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.**

**This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.**

**Job description reviewed by: Chris Jupp, Headteacher**

**Date: January 2022**