



Job Description – PA to the Head

Purpose of job:

To support the Head in a secretarial / personal assistant and logistical capacity, maintaining the utmost discretion in all confidential matters. To provide excellent relationships with parents, children, staff and visitors to the school.

Reports to:

The Head

Responsible to:

- The Senior Leadership Team

Other key relationships:

- Parents
- Pupils
- Governors
- All staff

Key responsibilities:

Diary Management

- Management of the Head's diary including 'future schools' meetings with parents and pupil references for senior schools, ensuring that all scheduling of appointments and requests on Head's time are triaged and prioritised to maximise efficiency and demands of the Head's time.
- Oversee the holiday cover rota for the Senior Leadership Team (SLT), taking responsibility for the booking and catering arrangements for staff social and Governor events, liaising with suppliers, staff, Clerk to Governors and other key contacts as appropriate.

Communication & Teamwork

- Operating with discretion and confidentiality in all aspects of the role, using initiative to handle calls, visitors, liaising with parents and staff for a wide range of enquiries and matters.



- Working as part of the wider Operations team to support the management of call handling, greeting visitors, receiving deliveries and supporting the School Nurse with pupil first aid at peak times.
- Offer and provide support and assistance to the wider Senior Leadership Team (SLT), Operations Manager with co-ordination of key school events and the HR department with staff recruitment as needed.

Administration

- Provide clerical and administrative support to the Head to ensure workload management is completed in an effective and efficient manner. Activities include supporting the Head in the completion of school reports, drafting papers, reports, presentations, research and collating information, providing data, and ensure reminders of impending deadlines and meeting actions are carried out in a proactive timely manner. General duties include welcoming visitors on behalf of the Head and other senior staff as directed, filing, photocopying and use of electronic systems will also be required.
- Attend weekly SLT meetings and staff briefings and produce accurate minutes for timely distribution. In addition, set up refreshments and attend meetings with parents, staff and other stakeholders taking minutes and actions as needed.

The postholder may be required to perform duties other than those given in this job description for the post. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed.

