

# Fulbrook Middle School

Samantha Clancy, Head Teacher



## JOB DESCRIPTION

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| <b>Job Title:</b>      | Head Teacher's PA  |
| <b>Responsible To:</b> | Business Manager/Head Teacher/Deputy Head Teacher  |
| <b>Purpose:</b>        | To provide a full secretarial and admin support service to the Head Teacher and Senior Leadership Team (SLT).                              |
| <b>Contract Type:</b>  | Permanent  |
| <b>Working Hours:</b>  | Part Time (term time plus training days) 40 weeks per year.<br>37 hours per week over 5 days per week.<br>8:15am – 4:10pm (1/2 hour lunch) |
| <b>Grade:</b>          | 3D Scale Point 7-11  |
| <b>Salary:</b>         | FTE £19,554 - £21,166<br>Actual £17,012 - £18,414  |
| <b>Other Benefits:</b> | Local Government Pension Scheme, Health & Wellbeing Insurance and Bicycle Purchase Scheme  |

### Main Duties and Responsibilities

1. Act as first line of contact for the Head Teacher and SLT, using discretion and tact to ensure telephone callers and visitors receive a professional response, and are dealt with by the appropriate person.
2. Generate an environment of efficiency and provide a warm welcome at all times.
3. Provide a complete and proactive administrative service to the Head Teacher and SLT such as:
  - Routine correspondence, including circulating information amongst staff, drafting responses and prompting action as required for the school.
  - Take telephone enquiries for the Head Teacher and SLT and relay information in a timely fashion.
  - Manage the diaries of the Head Teacher and SLT, including setting up for meetings and appointments; liaise with colleagues/partners at all levels inside and outside of the school; anticipate and schedule regular events and meetings.
  - Provide the full range of secretarial services including preparation of documents, spreadsheets, presentations, minute taking, etc.
  - Maintain systems to store and promptly retrieve all information given.
  - Undertake confidential work for the Head Teacher and SLT e.g. personnel matters, etc.
  - Provide a positive and efficient communication channel between the Head Teacher, SLT and others e.g. Governors, PTA and the Pyramid schools.
  - Arrange refreshments for meetings and events held within the school.
  - File documents so they are easy to refer to by the Head Teacher, SLT, etc.

4. Manage all administrative arrangement for key areas of school life (the successful applicant will be trained to manage these using the systems of the school) e.g. Curriculum and performance management files.
5. Ensure the School Website is kept up-to-date and that all upcoming events, details of news items and updated policies are uploaded accurately onto the website for immediate sharing with the community.
6. Take minutes from the Head Teacher and SLT to inform letters that will be sent out to parents and carers.
7. Undertake and successfully deliver project work on behalf of the Head Teacher and SLT as requested.
8. Maintain the Head Teacher's and SLT Inspection documents, ensure updates are actioned in a timely manner in preparation for OFSTED.
9. Maintain the School's Parental Complaints Log.
10. Maintain the extra-curricular clubs list.
11. Gather information for the half termly Head Teacher's Report to Governors.
12. Collate information for weekly bulletin, staff briefing notes and termly newsletter.
13. Invite Governors and other guests to school events.
14. Show absolute confidentiality and discretion at all times.
15. Attend the annual open evening.
16. Establish good relationships with pupils, acting as a role model and being aware of and respond appropriately to individual needs.
17. Attend relevant staff meetings or other meetings as required.
18. Maintain the staff and governors training databases.
19. First Aid trained to deal with pupils as and when necessary.
20. Be aware of and be compliant with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
21. Undertake any other duties of a similar level and responsibility as may be required.

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## PERSON SPECIFICATION

| <b>JOB TITLE: Head Teacher's PA</b>  |   |  |
|--------------------------------------|---|--|
| <b>Attributes</b>                    | <b>Essential</b>  | <b>Preferred</b>   |
| <b>Education/<br/>Qualifications</b> | <ul style="list-style-type: none"> <li>• Minimum of 5 GCSEs A*-C including English &amp; Maths (or equivalent)</li> </ul>   | <ul style="list-style-type: none"> <li>• Typing/secretarial qualification.</li> <li>• First Aid</li> </ul>               |
| <b>Experience</b>                    | <ul style="list-style-type: none"> <li>• Minimum of 2 years relevant admin experience and/or PA experience.</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience of working in administration within a school environment.</li> </ul> |
| <b>Knowledge/<br/>Understanding</b>  | <ul style="list-style-type: none"> <li>• Strong IT skills and competent user of Microsoft applications.</li> <li>• Understanding of child protection policy and procedures and other legislation relevant to education settings.</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience working with G2 Integris</li> </ul>                                  |
| <b>Skills</b>                        | <ul style="list-style-type: none"> <li>• Able to plan and prioritise own workloads and manage conflicting priorities.</li> <li>• Excellent communication skills both written and verbal.</li> <li>• Confident to act on own initiative and be a team player able to work with staff at all levels.</li> <li>• Able to maintain confidentiality at all times.</li> </ul> | <ul style="list-style-type: none"> <li>• Problem solving.</li> </ul>   |
| <b>Personal<br/>Characteristics</b>  | <ul style="list-style-type: none"> <li>• Punctual</li> <li>• Cheerful, approachable and empathetic.</li> <li>• Exceptional organisational skills with a high attention to detail.</li> <li>• Smart appearance</li> </ul>  |  |
| <b>Other</b>                         | <ul style="list-style-type: none"> <li>• Will be required to undergo an Enhanced DBS (Disclosure and Barring Service) Check.</li> <li>• Able to provide flexible working as required.</li> </ul>  |  |