



## PA to Headteacher

Middlewich High School

Grade 5

Job Description & Person Specification

### Job Description

#### Reporting to

Headteacher

#### Purpose of the role

The PA to the Headteacher within the Academy plays a crucial role in facilitating the effective functioning of the Academy's leadership. The post holder coordinates complex administrative and organisational requirements, ensuring the Headteacher and SLT are able to focus on leading the highly successful Academy.

#### Main Responsibilities

##### PA/Administrative Support

1. Provide a full personal assistance/confidential secretarial service to the head teacher (including diary, word processing and confidential correspondence) to support them in managing the school.
2. Manage a public relations role with teaching and support staff, parents, students, governors, the community and external agencies with and on behalf of the head to foster good relationships for the benefit of the School.
3. Provide a word processing/desk top publishing/typing/excel/PowerPoint etc. facility and maintain agreed quality standards for the production of documentation for circulation in school and distribution to parents, pupils and the community to facilitate the effective functioning of the School

4. To co-ordinate and risk assess and manage admin tasks in relation to educational school visits
5. Development and implementation of office procedures in consultation with the office staff.
6. Undertake routine duties (e.g. photocopying, answering incoming calls) as necessary to ensure the provision of a quality service for the school.
7. Support the work of the foundation governance team in ensuring schools policies are kept up to date on school system and on the website

## **Other**

1. Putting children and young people at the centre of everything the Foundation does, and to ensure their safety and welfare of children and young people across the Foundation.
2. To identify and implement opportunities for the Foundation to operate in a more effective and efficient manner for the benefit of stakeholders.
3. To continue to build upon the positive reputation of the Sir John Brunner Foundation and its rich history to ensure its long-term success and sustainability, liaising with external stakeholders at national, regional and local levels.
4. Adhere to the Foundation's policies on code of conduct, Safeguarding, H&S and Data Privacy.
5. Any other duties not specified but are commensurate with the skills and knowledge of the post holder.
6. Undertake relevant training as may be required from time to time.
7. Participate in whole-school and departmental training events and briefing sessions as appropriate and to use such equipment and technological aids as are made available to him/her to ensure the timely and accurate execution of their duties.

## Person Specification

	Desirable	Essential
<b>Qualification</b>		
Good standard of education (min GCSE's Maths and English)		✓
Administrative or Business Management qualification	✓	
<b>Experience</b>		
Experience of working in an administrative role		✓
Experience of supporting executive/leadership roles in a PA capacity	✓	
Experience in education setting, preferably Multi Academy Trust	✓	
Experience of customer service		✓
<b>Knowledge &amp; Skills</b>		
Excellent organisational skills, with the ability to manage several competing priorities		✓
Strong communication skills both in writing and orally.		✓
Proficiency in Microsoft Office suite, with ability and willingness to master other relevant software applications as necessary		✓
<b>Interpersonal Skills</b>		
Ability to maintain confidentiality and handle sensitive information with discretion		✓
Personable with the ability to establish effective rapport with stakeholders		✓
Highly organised, with the ability to plan and prioritise		✓
Ability to work in fast paced environment, with excellent attention to detail.		✓
Committed to deliver exceptional standards in all areas		✓
Professionalism and integrity		✓
Willing and able to travel to different sites within the Foundation from time to time.		✓
Commitment to promoting diversity and inclusion in the workplace		✓