



**Job Description:**  
**PA to the Headteacher**

**Scale: SO1**

**Updated: June 2026**

**Postholder reports to: The Headteacher**

**Purpose of Job:**

- To provide administrative and clerical support to the Headteacher, enabling the efficient running of the school, and assisting the Headteacher in managing effectively the varied demands on his/her time.
- To support and ensure that the confidentiality of the Headteacher's work is uncompromised, showing discretion and sensitivity in all tasks, calls, correspondence and personal contacts
- To ensure that all communication from the Headteacher's office is presented in a professional manner, and avoiding errors which would reflect poorly on the school
- To be responsible for the oversight and administration of governor related activities.
- No line management responsibility

**Hours of work:** 36 hours per week (term time only plus 2 weeks by negotiation)

**Main duties and responsibilities**

**1. Administrative Support for the Headteacher**

- 1.1 To support the work of the Headteacher, including the access to restricted and confidential information and making judgements on behalf of the headteacher.
- 1.2 Provide administrative and clerical support to the Headteacher. To include typing letters/emails in response to correspondence received, exemplary proof-reading and other checking, prior to the submission of any communication carrying the name and/or office of the Headteacher.
- 1.3 Responsibility for the preparation and presentation of documentation to be signed and other relevant documentation to the Headteacher in a timely manner and distribute accordingly.
- 1.4 Prepare and present first drafts of communications/reports on behalf of the Headteacher and distribute accordingly.
- 1.5 To service the meetings of the Senior Leadership Team, providing clerical support for the same.
- 1.6 To be responsible for organising and assembling a wide range of meetings as directed by the Headteacher, ensuring that agendas are set and preparing papers required by the Headteacher in advance to the meetings. Taking and distributing minutes as required and taking responsibility for actioning matters on behalf of the Headteacher.
- 1.7 To be responsible for ensuring matters arising from meetings are dealt with by the appropriate people within agreed timescales.

- 1.8 To be the first point of contact for the public, dealing in the first instance with all enquiries that require the Headteacher's time; these may be by letter, email or telephone from governors, staff, parents, students or other personnel external to the school.
- 1.9 To draft, as appropriate, outgoing correspondence and school documents that are the direct responsibility of the Headteacher such as the weekly newsletter.
- 1.10 To be responsible for the preparation and maintenance of the staff handbook
- 1.11 To act as the principal contact between the school and LA, governing body and external bodies such as local schools, DfE, Home Office etc
- 1.12 To be responsible for the oversight of the whole school email address and the distribution and timely response to members of the public
- 1.13 To be responsible for Freedom of Information requests, including timely responses and filing
- 1.14 To manage data protection policies and procedures across the school by sharing and monitoring updated regulations and expectations. Compliance of the procedures will be monitored and where necessary breaches will be escalated.
- 1.15 To be responsible for maintaining, updating and compliance of the school website.
- 1.16 To support the Headteacher in the smooth running of the school by managing the whole school calendar.
- 1.17 To undertake projects as directed by the Headteacher, including liaison with external bodies, including local bodies, DfE and chief executives of external bodies. This would include the preparation of agendas, circulation of documents, obtaining and analysing information, preparation of briefing notes and newsletters.
- 1.18 To support the Headteacher in the production of key school documents like the SEF, SDP.
- 1.19 Responsibility for hospitality for all visitors to the Headteacher – including meeting and greeting and provision of high standard of refreshments/food.
- 1.20 Maintain and develop the schools Google drive and the Headteacher's filing system, ensuring that all filing is up to date and archived as necessary.
- 1.21 Responsible for the oversight of leave of absence requests, ensuring correct paperwork is provided, relevant internal parties are informed of pre-approved employee absences
- 1.22 To foster positive and effective links between the school and the local community.
- 1.23 To use relevant IT office packages proficiently to carry out duties, undertaking relevant training as required.
- 1.24 To support other members of the school admin team during peak office times.

## **2. Governing Body Support**

- 2.1 To liaise with NPW, Chair of Governors, Chairs of Committees, in the preparation of agendas and paperwork for all governors meetings.
- 2.2 Responsible for arranging rooms and refreshments for all governors meetings.

- 2.4 To liaise with NPW in respect of Governor related issues under the direction of the Headteacher
- 2.5 To be responsible for all aspects in respect of the recruitment of the election of parent governors in liaison with NPW.
- 2.6 To support the Chair of Governors with correspondence, including all highly confidential correspondence and in consultation with them, take appropriate action.
- 2.7 To be responsible for liaising with the governing body in arranging governors meetings, disciplinary panels, re-admission meetings and any other meetings as required. Ensure that all necessary administrative tasks in connection with this are carried out, to include preparation of appeals documentation, Information regarding fixed term and permanent exclusions and other disciplinary matters.
- 2.8 To support the Headteacher in the organisation of governors events or away days.
- 2.9 To support the Headteacher in the collation and production of the Headteacher's termly report to governors.
- 2.10 To be responsible for the monitoring of the review of school policies, ensuring that policies are taken to the relevant committees at the appropriate time.
- 2.11 To be responsible for the monitoring of the school complaints procedure, ensuring that responses are made to complaints in a timely fashion and providing annual reports to governors.
- 2.12 To be responsible for drafting and amending school policies where appropriate.
- 2.12 To be responsible for obtaining and filing of the pecuniary interest form as per legal requirement
- 2.13 To be responsible for the monitoring of the school complaints procedure, ensuring that responses are made to complaints in a timely fashion and providing reports to governors
- 2.14 To be responsible for the creation and maintenance of the schools compliance calendar ensuring all items to be agreed by governors are updated by the responsible person and presented at the appropriate meetings throughout the year.

#### **Additional duties**

- To work within the framework of the school ethos, adhering to expectations of staff at Sir John Heron.
- To contribute to the ethos of the school.
- To maintain high standards of professional behaviour and presentation.
- To take responsibility for Health & Safety in the postholder's area of work.
- Any other duties commensurate with the grade which may be required from time to time.
- All staff are expected to take part in necessary training and staff development.

#### **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

#### **SAFEGUARDING CHILDREN**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

**I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.**

**Name:**

**Signature:**

**Date:**