



# Ash Manor School

Aspire and Achieve



## JOB DESCRIPTION & PERSON SPECIFICATION

<b>CONTRACTUAL DETAILS</b>	
Post Title:	PA to Headteacher (HT) & Deputy Headteachers (DHT)
Grade:	Surrey Grade PS6
Hours:	36 hours per week, 43 weeks per year (term time plus four weeks) incl 5 INSET days
Line managed by:	School Business Manager
Line management of:	N/A
<b>ROLE PURPOSE</b>	
<i>This is a draft job description and the areas of responsibility will be developed throughout the year to reflect the strengths of the post holder, their areas for development and aspirations.</i>	
<ul style="list-style-type: none"><li>❖ Provide day-to-day administration/secretarial support for HT &amp; DHT in a discreet and confidential manner</li><li>❖ Provide support for the Leadership Team when required</li><li>❖ Diary management</li><li>❖ Dealing effectively with enquiries both internal and external</li><li>❖ Manage the social media presence of the school</li><li>❖ Support the recruitment process as required</li></ul>	
<b>CORE ACCOUNTABILITIES &amp; ABILITY STATEMENTS</b>	
<ul style="list-style-type: none"><li>❖ Provide a high standard and confidential level of administrative and management support to the HT &amp; DHT in order to assist in the smooth running of all activities, contributing to the overall ethos/work/aims of the school.</li><li>❖ Establish a business-like office environment and promote good relationships between all stakeholders and visitors.</li><li>❖ Welcome and provide hospitality for external visitors on behalf of the HT &amp; DHT.</li><li>❖ Manage initial Parent / Carer and other external stakeholder enquiries.</li><li>❖ Deal effectively with incoming mail, initiating responses where appropriate.</li><li>❖ Distribute information to members of the Leadership Team.</li><li>❖ Diary management for the HT &amp; DHT, identifying and resolving potential conflicts and alerting the HT &amp; DHT well in advance of approaching events/appointments.</li><li>❖ Undertake all aspects of the HT &amp; DHT office requirements, e.g. letters, reports, minutes, filing etc. to a high professional standard.</li><li>❖ Arrange meetings, events and venues, as appropriate including the organisation of refreshments and specific facilities where required.</li></ul>	

- ❖ Arrange photocopying and collation of documents, as required.
- ❖ Liaise with the Chair of Governors, Clerk to the Governors, other members of the Governing Body, the Local Authority and other schools and organisations, as required.
- ❖ Take accurate notes at meetings when required.
- ❖ Organise the timely publication of high quality and accurate school documentation and social media posts.
- ❖ Be responsible for the production and accuracy of all school generated communication to parents, the Local Authority and the Governing Body.
- ❖ Manage the student exclusion process, including exclusion letters, liaising with the Clerk to the Governors and the Local Authority.
- ❖ Liaise with the HR Officer to support the recruitment and appointment of Teaching and Support Staff.
- ❖ Support the school office function in other tasks as necessary to ensure the smooth running of the school.
- ❖ Maintain high professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents, carers and staff.
- ❖ Undertake any further duties that the HT & DHT require to ensure the smooth operation of the school.

#### **Liaison**

- ❖ Leadership Team
- ❖ Teacher & Support Staff
- ❖ Students
- ❖ Parents / Carers
- ❖ External Supply Agencies e.g. LA representatives

#### **Corporate & statutory initiatives – equalities/health & safety**

- ❖ Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace
- ❖ Undertake training as required

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.**

Signed by Job Holder: ..... Date: .....

Signed by Line Manager: ..... Date: .....

#### PA TO HEADTEACHER & DEPUTY HEADTEACHERS: PERSON SPECIFICATION

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Education, Training and Qualifications	<ul style="list-style-type: none"><li>• Five GCSEs grade C or above, including Maths and English</li></ul>	<ul style="list-style-type: none"><li>• Level 3 or higher qualifications</li><li>• Evidence of recent and relevant training</li></ul>
Experience and Knowledge	<ul style="list-style-type: none"><li>• At least 3 years' PA/secretarial experience</li><li>• Understand the challenges associated with inclusion within an urban environment</li><li>• Working as part of a team</li></ul>	<ul style="list-style-type: none"><li>• PA/secretarial experience within an education environment</li></ul>
Skills and Abilities	<ul style="list-style-type: none"><li>• Understand the need for confidentiality and data protection</li><li>• High level decision making skills</li><li>• Anticipate problems, develop creative solutions</li><li>• Listen to and reflect on feedback from others</li><li>• Excellent level of verbal and non-verbal communication skills</li><li>• Excellent level of ICT skills</li><li>• Excellent presentation skills</li></ul>	<ul style="list-style-type: none"><li>• Use of SIMS or equivalent</li></ul>

	<ul style="list-style-type: none"> <li>• Able to build and maintain positive relationships with individuals at all levels dealing sensitively with people in order to minimise conflict</li> <li>• Excellent research skills</li> <li>• Excellent organisational skills, prioritise, plan and organise one's own time effectively</li> <li>• Ability to meet deadlines</li> </ul>	
Motivation and Personality	<ul style="list-style-type: none"> <li>• An interest in educational issues</li> <li>• A commitment to inclusion</li> <li>• Positive attitude</li> <li>• Genuine concern for the welfare of others</li> <li>• Initiative and self-motivator</li> <li>• Calm disposition</li> <li>• High expectations of self and others</li> <li>• Approachable with a good sense of humour, even when under pressure</li> </ul>	
Personal	<ul style="list-style-type: none"> <li>• Excellent personal presentation</li> <li>• Commitment, honesty and integrity</li> <li>• An open mind and the ability to change and adapt</li> <li>• Willing to accept the demands and challenges of the post and respond in a flexible manner</li> <li>• Committed to safeguarding and promoting the welfare of students and Ash manor School</li> </ul>	
Safeguarding	<p><b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.</b></p>	