

**HAYDON SCHOOL**  
**JOB DESCRIPTION – PA to Headteacher and SLT**

<b>Post Title</b>	<b>PA to Headteacher and SLT</b>
	Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
<b>Reporting to:</b>	Headteacher, SLT, Administration Services Officer
<b>Responsible for:</b>	To provide general and effective professional secretarial and administrative support to Senior Leadership Team and in particular to the Headteacher
<b>Liaising with:</b>	Internal and external stakeholders
<b>Working time:</b>	37 hours – 41 weeks (term time plus additional weeks)
<b>Salary/Grade:</b>	Scale 6, Point 18
<b>Disclosure level:</b>	Enhanced
<b>MAIN (CORE) DUTIES:</b>	
<b>Support for the Headteacher and SLT</b>	<ul style="list-style-type: none"> <li>• Providing an efficient and accurate PA support service for the Headteacher</li> <li>• To provide PA support to other members of the SLT as required</li> <li>• Provide a complete, accurate, fast and efficient secretarial and administrative service which will include the following: <ul style="list-style-type: none"> <li>- confidential typing and dealing with other items of a sensitive nature</li> <li>- typing all correspondence including letters, reports and information for other publications</li> <li>- minuting formal meetings such as internal team meetings, disciplinary hearings, appeal meetings as required</li> </ul> </li> <li>• Liaising with Governors and the Clerk to the Governing Body as requested by the Headteacher</li> <li>• Coordination of student appeals including collation of paperwork and minuting the appeal meeting as required</li> <li>• Coordination of complaints procedure maintaining full and accurate records of complaints and responses. This will include providing initial response to complainants regarding receipt of the complaint; liaising with the Headteacher regarding any investigations and ensuring the response is sent and filed. Producing an annual summary report for the Headteacher</li> <li>• Taking care of internal and external enquiries both on the telephone and in person</li> <li>• Arrange and convene meetings</li> <li>• To manage meetings, producing minutes and agendas, communicating with staff and maintaining effective records</li> <li>• To organise the diary and appointments for the Headteacher and other members of SLT as required</li> <li>• Coordinate the School Calendar and produce an accessible document which includes all events. Keep this up to date throughout the year</li> <li>• Undertake photocopying, scanning and filing</li> <li>• Support the Headteacher in the organisation of staff leavers events and other staff related events</li> <li>• Assist with preparation of Open Evenings and similar events and take part in these events</li> <li>• Support SLT organised events such as end of term events, leading on these as required</li> <li>• To arrange with staff a convenient time/date for any meetings required by the Headteacher through his diary</li> <li>• Liaising with staff as directed by the Headteacher</li> </ul>

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	<ul style="list-style-type: none"> <li>To provide administrative support cover during the holiday period</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>Undertake other reasonable tasks as requested by the Headteacher or other members of SLT</li> <li>Follow good practice and school policy in all aspects of the work and in the liaison of staff and use of resources</li> <li>The post-holder will show an awareness of, and compliance with, all school policies and procedures</li> </ul>
<b>Staff Development</b>	<ul style="list-style-type: none"> <li>Undertake regular appraisal and professional development to ensure proper delivery of these responsibilities. This includes training as required to maintain up to date knowledge of legislation and best practice, and using this knowledge to review school policies and procedure</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>To communicate with both internal and external stakeholders to perform the role as defined</li> </ul>
<b>Management Information</b>	<ul style="list-style-type: none"> <li>To ensure the maintenance of accurate and up-to-date information</li> </ul>
<b>Additional Duties</b>	<p>To play a full part in the life of the school community, to support the school's distinctive mission and ethos and to encourage students, staff and governors to follow this example</p> <p>First aider and fire warden</p>
<p><b>You are to carry out the duties as set out in the Job Description and any other duties as reasonably required by the Headteacher and Chair of Governors consistent with the overall level, nature and grading of the post.</b></p> <ul style="list-style-type: none"> <li>To promote actively the school's corporate policies</li> <li>To continue personal development as agreed</li> <li>To actively engage in the staff review and development process</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	
<p>To promote a safe environment for students, Haydon School employs a strict selection and recruitment policy which includes all statutory checks on staff and regular volunteers including Enhanced DBS (disclosure and barring service) checks.</p>	

**DATE: MAY 2022**