Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** PA to Headteacher | **Director/Division:** Childrens Services | **Office Use** |
| **Band:** 6 | **Service/Workplace:** Collingwood School and Media Arts College | JE ref: SG39 |
| **Responsible to:** Business Manager/Head Teacher | **Date:**  | **Manager Lever:**  |
| **Job Purpose:** To provide confidential administration and secretarial support to the Headteacher as well as providing administration and secretarial support to the Governing Body of the school. Providing general administrative service to teaching and non- teaching staff within school. Responsible for/manage the operation and delivery of support services within the school if required. The postholder provides a range of service to the Headteacher and therefore work is generated throughout the day. Due to the routine of schools, the workload may not be evenly spread throughout the year.  |
| **Resources** | Staff | Clerical and Admin staff as directed by the Head Teacher  |
| Finance |  |
| Physical | All school administrative resources, including grounds and buildings, accuracy and security of all databases  |
| Clients | Internal (teachers, other staff, pupils and Governors) external (parents, visitors, members of the public) providing relevant advice and information to Governors, Northumberland County and other Government agencies  |
| **Duties and key result areas:****Organisation**1. Direct supervision is minimal – organisation of own workload and priorities on a day-to-day basis using own initiative and knowledge of work
2. Organising Headteacher’s diary
3. Keeping Headteacher on schedule
4. Organising meetings for the Headteacher
5. Arranging all visits to the school
6. Be responsible for the planning, development, design, organisation and monitoring of support service and whole school systems/procedures/policies
7. Manage complex administrative procedures
8. Liaise between managers/teaching staff and support staff
9. Management of travel arrangements – flights, train and hotel accommodation for Senior Leadership Team and all other staff within school
10. Co-ordinate the recruitment process for whole school from initial advert to DBS clearance checks and appointment documentation to NCC
11. Ensure all workforce reform requirements are met and recorded
12. Co-ordination of Parent Governor elections

Line Management Responsibilities1. Manage some staff
2. Be responsible for the creation and implementation of recruitment/induction/appraisal/training/mentoring systems for staff
3. Contact for supply agencies

**Administration**1. Daily meeting with Headteacher to review needs and priorities
2. Headteacher – work liaison and communicate urgent messages and other information
3. Liaise with parents – queries, information, appointments
4. Liaise with LA – various individuals e.g. in admissions, students services and personnel
5. Liaise with Governors – meetings, school events, interviews and various other panels
6. Liaise with all staff – exchange of information and appointments with Headteacher
7. To provide PA support to the Headteacher
8. To provide as required a confidential secretarial and administrative service to other members of the Senior Leadership Team
9. Recruitment procedures e.g. placing of advertisements, arranging interviews, references
10. Develop and monitor management information systems
11. Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information
12. Be responsible for the design and effective operation of administrative procedures
13. Be responsible for the submission of relevant information to SMT, the Governing Body and outside agencies e.g. DFE
14. The postholder has day to day responsibility for their own work rate and maintenance of high standards
15. Administration of school’s training packages – including overseeing the mailing of flyers to school’s nationally, registering of delegates for each package, preparation of materials for the packages
16. Co-ordinate relevant information and setting up of rooms for Parent Information Evenings
17. Provide organisational and complex administrative support to other staff
18. Provide organisational and complex advisory support to the Governing Body
19. Drafting of Governing Body papers and distribution of same prior to meetings, attendance at meetings to take minutes and circulation of same following meetings
20. Administration of all paperwork for student exclusions and staff disciplinary hearings
21. Administration and update of Governing Body membership
22. Be responsible for completion and submission of complex forms to Northumberland County Council
23. Completion of visit risk assessments using the Evolve system
24. In the absence of Reception Staff manage the reception area including:
	1. Dealing with enquiries both face to face and over the telephone from staff, Governors and members of the public
	2. Take receipt of deliveries and action accordingly
	3. Take receipt of post, distribute and action accordingly
	4. Deal with uniform sales

**Resources**1. Identify the need for, select and manage resources
2. Be responsible for the appropriate deployment of staff, including recruitment
3. Be responsible for the provision of specialist advice and guidance to SMT/Governing Body etc. on national and local guidelines/policy/statue etc.
4. Interpret matters of policy/procedure/statute to ensure the school’s compliance and initiate appropriate action arising
5. Manage procurement and be responsible for securing relevant sponsorship
6. Identify the need and be responsible for securing appropriate licences and insurance
7. Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations
8. Assist with the management of Health and Safety within school.
9. Management of online booking of school meeting and teaching rooms
10. Be aware of health and safety issues in relation to VDU screens and office practice

**Responsibilities**1. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all

 concerns to an appropriate person1. Manage the role of notetaker in relation to Governor support and administration
2. Be aware of and support difference and ensure equal opportunities for all
3. Contribute to the overall ethos/work/aims of the school
4. Develop constructive relationships and communicate with other agencies/professionals.
5. Dealing with queries – especially in the absence of the Headteacher – and deciding how to deal with the query and whether it should be referred to another member of staff
6. To liaise with tact and diplomacy with other school staff and others outside the school, particularly parents and representatives of the LA and the local community
7. Share expertise and skills with others
8. Participate in training and other learning activities and performance development as required
9. Recognise own strengths and areas of expertise and use these to advise and support others
10. To undertake other duties and responsibilities as required commensurate with the grade of the post

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. You are therefore under a duty to use the school’s procedures to report any concerns you may have regarding the safety or well-being of any child or young person.The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. |
| **Work Arrangements** |
| Physical requirements:Transport requirements:Working patterns:Working conditions: | Office basedRequired to use own transport to attend meetings both within and out with the County Normal hours but need to also work ‘out of hours’ as necessary Normally indoors  |
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**PERSON SPECIFICATION**

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| **Post Title:**  PA to the Headteacher  | **Service: Childrens Services** | **Ref:** SG39 |
| **Essential** | **Desirable** | **Assess****by** |
| **Knowledge** and Qualifications |
| NVQ Level 4 or equivalent qualification in a relevant discipline or experienceExcellent numeracy and literacy skillsConsiderable secretarial/word processing skills  | Degree or equivalent in a relevant discipline NVQ Level 2 qualification in literacy and numeracy Willingness to participate in further professional development  | Application ReferencesInterview |
| **Experience** |
| Successful secretarial experience Working in a business environment at a managerial levelExperience of working with other agencies and professionalsExperience of formulating and implementing policy and proceduresKnowledge and experience of whole school procedures, organisation and structure so that work can be prioritised and synchronised with the requirements of the Headteacher and the schoolExperience of a busy and sometimes pressurised office environmentProven tact and diplomacy in dealing with adults and children  | Working in an educational establishment at managerial levelExperience of managing budgetsExperience of managing a multidisciplinary team | Application InterviewReferences |
| **Skills and competencies** |
| Excellent ICT skills Word ProcessingDesktop PublishingAdministrative skillsCan work within the boundaries of confidentiality Ability to motivate and influence others Very high level of interpersonal skills, particularly:* Negotiation skills
* The ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations
* The ability to work as a member of a collaborative team
* The capacity to remain calm and to cope with the unexpected

The ability to prioritiseAbility to relate to both adults and childrenAbility to self-evaluate learning needs and actively seek out learning  | Knowledge of shorthand Knowledge of education issues Knowledge of Governance issues To have had experience of ICT packages used in schools and be able to operate them with confidence e.g. SIMS, Oracle, Facility  | ApplicationReferencesInterview |
| **Physical, mental and emotional demands** |
| Continuous periods of concentrated mental attention and pressures from deadlines, interruptions or conflictHighly confidential student and staff disciplinaries and hearing bodies, participating in and dealing with children, families, adults and union representatives |  | InterviewReferences |
| **Other** |
| Willingness to take and act on advice A commitment to and interest in the wellbeing, support and achievement of young  people A belief in teamwork and co-operation with adults and children Excellent health and time keeping record Can work on own initiativeFlexiblePatient and tolerant Good interpersonal skillsCan work under pressure  | Evidence of learning beyond the workplace | Interview |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits