

IXWORTH HIGH SCHOOL JOB DESCRIPTION

PA TO THE HEADTEACHER and OFFICE MANAGER (Maternity Cover)

Line Managers job title:	Headteacher
Salary:	Point 18-22 of the Support Staff Scale FTE: £31,022.00 - £33,699.00 per annum Pro rata: £27,368.16 - £30,263.98 per annum
Tenure:	Maternity Cover
Hours per week:	37 hours

THE POST

Ixworth High School is a member of the Sapientia Education Trust (SET).

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a PA to the Headteacher and Office Manager.

- To Provide an efficient and effective secretarial service to the Headteacher and support SLT as directed by the Headteacher
- To assist the headteacher and the school's administrative and clerical functions in providing a high standard of administration in the school.
- To organise cover on a daily basis, booking supply teachers where necessary in a timely manner
- To oversee the support staff structure and line manage office support staff

PERSON SPECIFICATION

The professional competencies expected of all support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of the Headteacher's PA are:

- Outstanding secretarial skills and faultless command of written English;
- Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations where necessary;
- Tact, discretion and the ability to keep confidence;
- The ability to work as a key member of a collaborative team;
- The capacity to remain calm and to cope with the unexpected;
- A commitment to high standards, including personal presentation and punctuality and a willingness to be flexible in order to meet the needs of the post.

The qualifications and experience required of the Headteacher's PA are:

- A high level of literacy and numeracy;
- Have a sound track record of administration and be proficient in ICT systems, particularly Microsoft Office, Excel and Word.
- Shorthand would be an advantage.

JOB SPECIFICATION

General Responsibilities

The Headteacher's PA provides a high calibre, confidential and personal service to support the Headteacher in all aspects of their duties. They act as an ambassador for the School and the Headteacher on all occasions. The post-holder has day-to-day responsibility for their own work.

The post-holder will be required to comply with the Sapientia Code of Conduct for Staff and Volunteers.

SET Ixworth is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately. The post-holder shall participate in SET Ixworth's program of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

- To act as Personal Assistant to the Headteacher, including diary management, overview of school calendar, dealing with enquiries as appropriate and

associated secretarial duties. Provide such support to other staff as determined by the Headteacher.

- Organise Cover, in conjunction with SLT. This includes the management of supply staff and ensuring all necessary documentation is forwarded to the Trust.
- Oversee the support staff structure and line manage senior support staff.
- Oversee the front office and reception.
- Maintain confidential staff record to comply with safeguarding and be responsible for the staff MIS system and staff workforce census.
- Maintain sickness absence data.
- Controlling of local budget/expenditure for the administration function, ensuring the school adheres to the Trust's financial administration systems and processes (see Trust's Financial Procedures Manual);
- Other finance related administration as reasonably required by Central Finance;
- Assist with updating policies and procedures within the school and particularly those services that reduce the administrative workload of the teaching staff.
- To word process letters, reports, memoranda and other documents using appropriate equipment, including ICT and office management systems. This will include material of a confidential nature.
- To receive and relay promptly any telephone or other message, dealing initially with all enquires. To liaise, as required, with the Trust, parents and external agencies, etc.
- To ensure that all visitors and callers to the school are courteously and correctly received and to deal sensitively with anxious, distressed or impatient caller, whether by telephone or in person.
- At the discretion of the Headteacher, to open and distribute confidential mail.
- To maintain an efficient filing system and to undertake reprographics duties and associated tasks as directed by the Headteacher.
- Monitor the Headteacher email account and diary, and deal with as necessary
- To undertake any other duties that are within their grade and scope of the post as determined by the Headteacher. These additional duties may include, when essential, appropriate tasks normally undertaken by other support staff.
- Receive communications on behalf of the Headteacher and determine whether they require their personal attention or whether they may be delegated elsewhere;
- Organise and maintain the Headteacher's diary
- Assist in keeping the Headteacher on schedule during the day;
- Draft routine communications on behalf of the Headteacher;
- Issue invitations and organise social events, liaising with the Headteacher as necessary;
- Liaise with external organisations with which the Headteacher is associated and provide such assistance as may be required to enable the Headteacher to represent the School to those organisations;
- Maintain a channel of communication with the Headteacher when they are absent from the School ensuring that urgent information is communicated effectively;
- On occasion and as far as is required, provide a confidential secretarial service to other members of the Senior Leadership Team;

- Liaise in an appropriate professional manner with other school staff and others outside the school, particularly parents, and representatives of the local community;
- Ensure the correct implementation of agreed procedures and all communications relating to fixed term and permanent exclusions;
- Minute meetings as required by the Headteacher;
- Keep records of School/Trust policies ensuring that they are updated regularly in accordance with a schedule;
- Under direction of the Headteacher, maintain relevant Ofsted paperwork and in particular 'Request for Information Annex A' in readiness for any visit by inspectors;
- Act with autonomy and discretion when the Headteacher is not accessible;

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's program of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	Term Time plus 2 weeks
Hours per week	37 hours per week
Normal working Pattern	Monday 07:30 – 17:00hrs Tuesday to Friday 07:30 – 15:00hrs
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

REMUNERATION

- Scale Points **17-22** of the Support Staff Salary Scale
- FTE Salary: **£31,022.00 - £33,699.00** per annum
- Pro rata salary: **£27,368.16 - £30,263.98** per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff.

MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.