

# NEW MILLS SCHOOL

## JOB DESCRIPTION

**Job Title:** Headteacher's PA

**Grade/Scale:** G8 PP12-15

**Hours/FTE:** 37 hours per week / 42 weeks pa

**Responsible to:** Headteacher

### Main Purpose of the Job:

- Provision of comprehensive and confidential administrative support to the Headteacher and SLT to assist the leadership team in the management of the day to day running of the school.

### Key Responsibilities

#### Headteacher's Administrative Support

- Full responsibility for confidential administrative duties relating to all aspects of Headteacher's work including management of diary, correspondence, complaints, records, databases for whole school events, exclusions.
- Responsible for supporting the Headteacher's workload on an on-going basis, whilst actively supporting the Headteacher in discharging day-to-day school matters and queries. This will involve undertaking roles and tasks (without supervision) that require an in-depth understanding of methods, systems and processes over a range of procedures.
- To receive the Headteacher's incoming telephone calls, responding to queries and providing general information about the school as appropriate. This aspect of the role requires an above average level of courtesy and effectiveness in managing other people over a wide range of sensitive, personal and confidential issues.
- Working both independently and as directed by the Headteacher, to take responsibility for the preparation and compilation of formal correspondence, reports, emails, mail merges, spread sheets, databases, school publications and presentations (using the full suite of Microsoft Office or other such software packages and the schools MIS systems). Additionally, to undertake detailed analysis and evaluation of data, drafting detailed reports/information as required on behalf of the Headteacher.
- Assist the Headteacher on any matters relating to the policies for capabilities and disciplinary procedures for all school staff.

#### Communications

- Ensure that the school communicates in a consistent, accurate, professional and prompt fashion with parents, pupils, employees, feeder schools, partner organisations, and the wider community. Internal communications should promote employee engagement in the School's core brand, values, culture and standing.
- Draft high quality communications and provide overall editorial control for school communications ensuring appropriate content, tone and consistency.
- Act as a public face for the school in communicating with parents (both existing and prospective), the local community, media and other interested parties.

- Responsible for monitoring and maintaining contact and communications with feeder schools.

### **Public Relations**

- Proactively manage media relations and media coverage to strengthen the reputation of New Mills School and improve brand awareness within the wider local area.
- Identify the publicity/news value of pupil achievements/operational developments and promote them accordingly through various medium including;
  - School Newsletter
  - School Website
  - School social media platforms (Facebook, Twitter, etc)
- Develop and manage networking and engagement programmes to enhance the school's relationship with parents, prospective parents, and the wider community

### **Marketing**

- Ensure the systematic collection, review and analysis of parent feedback on school performance.
- Use research data to inform all communications activity and overall school development.

### **Admissions**

- Oversee student recruitment at all entry points ensuring that liaison with prospective parents and students takes place in a timely, accurate, and professional manner.

### **Recruitment and Appointments**

The Headteacher's PA will make all administrative arrangements for recruiting and appointing new staff. This will involve:

- Issuing information packs for potential candidates.
- Requesting references and issuing invitations to interviews for selected candidates.
- Preparing all papers and schedules for interviews

### **Cover Management**

- Daily administration and organisation involved with cover for absent teachers (both planned and short-notice absence) and directing in-house Cover Supervisors and arranging outside supply teachers when necessary.
- Ensuring emergency cover work is available for staff on a timely basis.
- Keeping records in diary and on SIMs up-to-date to record absence and amounts of cover done by members of staff for analysis during the year.
- Issuing of Self Certificated Absence forms and UPD absence forms for all teaching staff.

### **Data Administration**

- Manage the transition of Y6 pupils to secondary school using School's Admissions Module and ensuring all pupils' parents receive up-to-date information on transition taster/ Induction Days.
- Liaising with Feeder Primary School in order to update SIMs for accurate data collection during September.
- Year 7 admission updates and In-Year admissions and leavers. Transfer student records via the S2S website.

## **General Responsibilities**

- To provide cover for Reception at lunchtimes when required
- To perform duties and attend meetings as reasonably required.
- To participate in the School's performance management scheme.
- To undergo in-service training where required.
- To comply with the school's Health and Safety policy and contribute to risk assessments as appropriate.
- To observe and implement current school policies and good practice.
- Contribute to the overall ethos, vision and aims of the school
- To carry out such particular duties as the Headteacher may reasonably direct from time to time.

**Note:** This job description will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

Post holder's signature:

Post holder's name:

Date:

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## Person Specification: Head's PA

	Essential Criteria	Desirable Criteria	Method of Assessment
Key Skills & Abilities	<ul style="list-style-type: none"> <li>Highly competent in the use of computers - fast and accurate</li> <li>Knowledge of standard document presentation</li> <li>Ability to be extremely flexible in order to adapt to changing priorities and to respond to changing needs on a day-to-day basis</li> <li>Ability to manage and prioritise own workload with initiative and flexibility in order to meet deadlines which may, of necessity, change</li> <li>Strong organisational skills</li> <li>Excellent communication and interpersonal skills</li> <li>Strong problem-solving and evaluative skills</li> <li>Ability to organise complex material and to understand and assimilate new information.</li> <li>Ability to initiate and maintain efficient record keeping systems.</li> <li>Communication, literacy and ICT skills.</li> <li>Ability and willingness to work individually using own initiative.</li> <li>Ability to organise time and work to deadlines.</li> <li>Ability to work in an organised and methodical manner.</li> <li>Ability to work as a team member.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to develop and maintain contacts with outside agencies e.g. Local Authority, colleagues in other secondary and primary schools</li> <li>Demonstrate a willingness to attend further training and development opportunities.</li> <li>Shorthand or other proven method of notetaking at meetings and for the Headteacher</li> </ul>	Application Form & Interview
Knowledge & Experience	<ul style="list-style-type: none"> <li>Experience of producing a variety of documents</li> <li>Experience of working effectively under pressure to tight deadlines</li> <li>Experience of maintaining and manipulating computerised and/or hard copy data/information.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of having worked as a PA to a middle/senior professional in any industry/sector</li> <li>Experience of electronic diary system, or willingness to learn</li> <li>Experience of press liaison</li> <li>Previous experience of working in a school</li> </ul>	Application Form & Interview

		environment.	
Personal Qualities	<ul style="list-style-type: none"> <li>• Ability and willingness to be flexible on working hours at times, according to need</li> <li>• Ability to learn new systems quickly</li> <li>• Ability to work calmly under pressure whilst maintaining efficiency, accuracy and a positive demeanour</li> <li>• Ability to take personal responsibility for organising and meeting targets</li> <li>• Willingness to work as member of team</li> <li>• Openness to learning and change</li> <li>• A commitment to high standards</li> <li>• Reliability, honesty and a commitment to maintaining confidentiality</li> <li>• Discretion and sensitivity</li> <li>• Self motivated, energetic and enthusiastic</li> <li>• Professional and confident manner</li> <li>• Ability to establish good working relationships with a wide range of staff students, parents and Governors</li> <li>• A commitment to the aims of Equal Opportunities and the needs of all students</li> </ul>		Application Form & Interview