

**Sharples School Job Description**

**Post Title:** PA to the Headteacher and Clerk to the Trust and Governing Board Sub- committees

**Salary:** Grade F

**Responsible to:** Headteacher/Director of Business & Finance/Chair of Governors

**Hours:** Term Time only plus 5 days.

35 per week - 8.00am to 3.30pm

**Primary Purpose**: To provide administrative, organisational and personal support to the Head Teacher.

 To provide effective administration, procedural and legislative advise to the Trustees and Governing Board

**Responsible to:** Director of Business & Finance

**Responsible for**: To Provide clerical and administrative support to the school, Trustees and Governors including minute taking at meetings.

To providePA support to the Headteacher.

To provide admin support to the Director of Business & Finance.

**Main Duties**

1. **PA to the Headteacher**

Providing high-level organisational support to the Headteacher, Trustees, Governors and the Director of Business & Finance. **Maintain a high level of confidentiality and discretion at all times due to the nature of the role.**

* Take a lead role in planning, organising and monitoring the day-to-day work of the Headteacher dealing with private and confidential administrative work.
* Manage the Headteacher’s diary, deadlines and commitments and provide organisational support ensuring that all documentation is ready within an appropriate time frame prior to all meetings.
* Represent the Headteacher and the school in a positive and professional manner at all times
* Produce and respond sensitively to complex correspondence
* Act as the public professional face of the school, its ethos and values, filtering incoming communications and managing outgoing communications to maintain the school’s high customer satisfaction profile and support its quality assurance systems.
* To organise internal communications between the Headteacher, managers, teaching and support staff and students.
* Organise the production of school documents, publications and Ofsted preparation.
* Draft letters to a variety of audiences on behalf of the Headteacher
* Liaise with external agencies and partners to the school as and when required.
* Co-ordinate and prepare minutes for meetings as and when required.
* Attend and participate in relevant meetings as required.
* Co-ordinate the overview of all policies to ensure they are being reviewed and maintained on Google drive by the responsible officer and corrective actions flagged to SLT.
* Provide administrative support to the Director of Business & Finance as and when required.
* Attend meetings, prepare and distribute agendas, coordinate and prepare minutes for meetings
* Take calls and deal with face-to-face enquiries from parents, students and visitors on behalf of the Headteacher.
* Arrange meetings and co-ordinate school events and projects as and when required including refreshments.
* Operate office equipment e.g. photocopier, computer etc.
* Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and GDPR, reporting all concerns to an appropriate person.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Set a good example in terms of personal presentation, attendance and punctuality.
1. **Support for the Trust and Governing Board Sub-Committees**
* Manage the process of elections for Parent Governors.
* Arrange Governor training as and when appropriate.
* Maintain a filing system to log and record all incoming and outgoing information and forward Governor minutes to the relevant authority.
* Provide organisational and complex procedural support to the Trust and Governing Board as needed, arranging the submission of relevant information to SLT, Trustees, the Governing Board and outside agencies.
* Liaise with the Chair of Governors, Headteacher and the Convening Officers to agree a calendar of dates for meetings, and prepare an agenda, which takes account of the ESFA, DfE and LA issues. Advise absent governors of the dates of the next meeting.
* Update and maintain a database of Governor information, to include a category of Governors and terms of office.
* Initiate a welcome pack/letter to all newly appointed Governors, including details of their terms of office and relevant meeting dates.
* Maintain copies of terms of reference and membership of Trust and Governing Board Committees.
* Ensure that relevant DBS checks are completed on all new and existing Governors as and when required.
* Provide the Trust and Governing Board with guidance on governance, legislative and procedural matters under the guidance of the Headteacher.
* Under the direction of the chair and working with the Convening Officers, produce, collate and disseminate information at least seven days prior to meetings.
* Make notes at Trust and Governing Board sub-committee meetings for the preparation of minutes, and under the direction of the Chair, ensure that all minutes are recorded accurately and objectively including giving timescales for action and attendance is recorded
* Send draft minutes to the Chair of each committee for amendment/approval and copy and circulate minutes
* Produce paperwork and take minutes for Trust and Governing Board panel meetings relating to exclusions, HR etc.
* Prepare the Governors Impact Statement.

**3**. **Administration**

* Respond to a range of enquiries both written and verbal, either directly or in more complex cases, refer to the Chair of Governors, Headteacher, or Director of Business & Business Finance as appropriate.
* Provide a detailed analysis and evaluation of school data, and produce detailed reports/information as required and maintain records as appropriate
* Produce, and respond to, complex correspondence stemming from exclusions, complaints, HR meetings etc.
* Create and maintain filing systems
* Be responsible for the completion and submission of complex forms, returns etc., including those to outside agencies e.g. ESFA, LA.

**4. Resources**

* Provide appropriate advice and guidance to teaching, support staff, and keep the Headteacher informed of issues arising, whether of a personal or professional nature.
* Undertake research and enquiry to obtain information for the Headteacher to inform decision-making processes within school and on behalf of the Governing Board.

**5. Other Responsibilities**

* Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings, taking minutes as required.
* Occasional Reception cover.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

**Customer Care -** To continually review, develop and improve systems, processes and services in support of the council’s pursuit of excellence in service delivery. To recognise the value of its people as a resource.

**Promoting equality and diversity -** To accept everyone has a right to his or her distinct identity. To treat everyone with dignity and respect and to ensure that what our customers tell us is valued by reporting it back into the organisation. To promote and participate in the council’s work to eliminate discrimination; advance equality of opportunity; and foster good relations between our diverse communities.

**Developing Self and Others** - To use processes and put processes in place to generate a learning environment. To focus on the strengths and requirements of all individuals and enable them to further their skills and knowledge. To actively pursue your own development. To be self-aware and role model continuous self-development.

Prepared by Ms A Webster, Headteacher, November 2020

Agreed by post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person Specification for PA to the Headteacher and Clerk to the Trust and Governing Board**

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| **The minimum essential requirements for the above post are as follows:** | **Method of Assessment** |
| **1** | **Skills and Knowledge** |
| 1.1 | Effective use of IT packages including Microsoft Office, Google Docs and Management Information Systems. | Application Form/Interview |
| 1.2  | Excellent Literacy and Numeracy skills | Application Form/Interview |
| 1.3 | Knowledge of working to policies, procedures and legislation | Application Form/Interview |
| 1.4 | Advanced literacy and skills including the ability to formulate and design complex letters, presentations, booklets, etc. | Application Form/Interview |
| 1.5 | Knowledge of Governing Board procedures and/or experience which demonstrates the ability to gather and analyse information for research purposes | Application Form/Interview |
| 1.6 | Excellent telephone manner and the ability to manage difficult situations with tact, discretion and diplomacy. Ability to treat sensitive and confidential information in the appropriate manner. | Application Form/Interview |
| 1.7 | Participate in development and training opportunities. | Application Form/Interview |
| 1.8 | Advanced word processing skills and minute taking | Application Form/Interview |
| 1.9 | Ability to relate well to children and adults. | Application Form/Interview |
| 1.10 | Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. | Application Form/Interview |
| 1.11 | Ability to organise, lead and motivate self and others. | Application Form/Interview |
| 1.12 | To be able to respond to management instruction to ensure tasks are completed within specified timeframes. | Application Form/Interview |
| 1.13 | Organisational and administrational knowledge and skills to provide PA Support. | Application Form/Interview |
| 1.14 | **Customer Care -** Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users. | Application Form/Interview |
| 1.15 | **Valuing Diversity** - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people’s strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage. | Application Form/Interview |
| 1.16 | **Developing Self and Others** - Ability to question and request the right training and development linked to the post. Seek opportunities that add to your skills and knowledge, to respond positively to opportunities that arise and to support others’ learning and share learning with others | Application Form/Interview |
| **2. Experience/Qualifications/Training etc.** |
| 2.1 | An administration qualification is desirable or a relevant degree/NVQ level 3 or above in a relevant discipline.  | Application Form/Interview |
| 2.2 | Experience of providing administrational, organisational PA support and dealing with complex administration | Application Form/Interview |
| 2.3 | Willingness to participate in relevant training and development opportunities  | Application Form/Interview |
| **3. Work Related Circumstances** |
| 3.1 | High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements. | Application Form/Interview |
| 3.2 | Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners. | Application Form/Interview |
| 3.3 | Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work. | Application Form/Interview |
| 3.4 | Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice. | Application Form/Interview |
| 3.5 | Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning. | Application Form/Interview |
| 3.6 | Able to improve their own practice through observations, evaluations and discussion with colleagues. | Application Form/Interview |
| 3.7 | Ability to attend meetings out of normal working hours, i.e. the attendance at evening governors meetings. | Application Form/Interview |
| 3.8 | This post is subject to enhanced disclosure from the Disclosure and Barring Service. | Application Form/Certificate |

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| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |

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| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
| 1.1 | Experience of working in a similar role in a school or other large organisation. | Application Form/Interview |
| 1.2 | Knowledge of working to school policies, procedures and legislation | Application Form/Interview |
| 1.3 | Previous experience of School Governance. | Application Form/Interview |
| 1.4 | Previous experience schools Management Information Systems. | Application Form/Interview |
| **2. Experience/Qualifications/Training etc.** |
| 2.1. | Level 4 Diploma or equivalent qualification or experience in relevant discipline | Application Form/Certificates /Interview |
| 2.2 | Completion of National Clerks Development Programme | Application Form/Certificates /Interview |