



# NICHOLAS BREAKSPEAR CATHOLIC SCHOOL

## JOB DESCRIPTION

<b>Role Title</b>	PA to Headteacher / Deputy Headteacher
<b>Team/Department</b>	Administration Services – Support Staff
<b>Reports to</b>	Headteacher
<b>Full time/Part time</b>	Part-Time - Term Time (38 weeks) plus insets and 2 weeks in the school holidays (41 weeks)
<b>Hours</b>	37 hours per week 8am-4pm Monday – Thursday and 8am – 3.30pm on Fridays – flexibility required including some weekend working
<b>Grade/Scale Point</b>	H8, SCP 23-26
<b>Annual Leave Paid</b>	5.6 weeks per year – to be taken in school holidays
<b>Dated:</b>	April 2026

*Each person is a unique creation of God. All of us are gifted. Every aspect of what we think and do should be based upon the Gospel values of Peace, Justice, Truth and Love.*

*We are committed to safeguarding and promoting the welfare of children*

### **Purpose:**

- To support the Headteacher and Deputy Headteacher (Teaching & Learning) so he/she can provide the highest possible standard of professional leadership and maintain a positive profile both inside and outside the school
- To establish a professional environment and promote good relationships between SLT members, teaching and support staff, Governors, pupils, parents/carers and all other stakeholders and visitors.

### **Primary Job Functions:**

#### **Support to the Headteacher and Deputy Headteacher**

Providing confidential and personal support to the Headteacher and Deputy Headteacher, as and when needed  
Leading on the administration for the Headteacher for events such as INSET, Presentation Evening, Open Evening, Advent Service etc

Preparing for and running meetings and smaller functions for staff and students

Managing the Headteacher/Deputy Headteacher's daily schedule, including forward planning of workload, diary management and

Preparation for daily meetings, including producing an agenda and issuing meeting minutes for the Headteacher

Preparing reports, letters, all communications and presentations for the Headteacher/Deputy Headteacher

Management of all inbound and outbound communication, including emails for the Headteacher/Deputy Headteacher

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## Support to the Headteacher and Deputy Headteacher (continued)

- To use school systems such as Arbor and Classcharts as needed to assist in the smooth running of day-to-day activities
- To plan and implement hospitality arrangements for the Headteacher/Deputy Headteacher including provision of hospitality for visitors
- To work co-operatively with colleagues in the Support Department
- To provide support on project management
- To manage a small budget for the Headteacher
- To carry out any reasonable requests made by the Headteacher and Deputy Headteacher

## General requirements

The post-holder will be required to:

- participate in Performance Management
- comply with the Health and Safety Policy
- Comply with the General Data Protection Regulations (GPR)
- make themselves aware of, and comply with, all school policies which can be found in Q Drive/Staff Office Exchange/NBS Policies
- uphold the values of safeguarding children
- take ownership of their own development

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks.

All members of the support staff are expected to be flexible and to assist with duties outside their normal area of responsibility from time to time.

The nature of the work demands that discretion and confidentiality are of utmost importance at all times.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary. This job description will be reviewed annually as part of the appraisal process.

Staff Signature.....

Date.....

Line Manager.....

Date.....

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## PERSON SPECIFICATION

Specification	Essential	Desirable
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>A-Levels (or equivalent) at Grade C or above</li> </ul>	<ul style="list-style-type: none"> <li>Business or Secretarial qualification</li> </ul>
Knowledge and Experience	<ul style="list-style-type: none"> <li>Experience of working in a similar role as a personal or executive assistant to senior management</li> </ul>	<ul style="list-style-type: none"> <li>Experience in education sector</li> </ul>
Abilities and Skills	<ul style="list-style-type: none"> <li>Excellent oral and written English skills</li> <li>Strong Interpersonal skills</li> <li>Excellent organisational skills, with a high level of efficiency, planning and foresight</li> <li>Excellent IT skills</li> <li>Good customer service skills and excellent telephone manner</li> <li>The ability to work flexibly, using own initiative and prioritising effectively</li> <li>The capacity to work accurately under pressure with attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>Experience of managing a small budget</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>The ability to handle situations with discretion, tact and diplomacy</li> <li>The ability to maintain confidentiality at all times</li> <li>High levels of personal and professional integrity</li> <li>Appropriate levels of personal presentation</li> </ul>	<ul style="list-style-type: none"> <li>High levels of self-confidence, personal energy and dynamism</li> </ul>
Philosophy and Ethos	<ul style="list-style-type: none"> <li>A commitment and ability to work in a way that promotes the safety and wellbeing of young children.</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children</li> <li>A commitment to the ethos and strategic direction of the school</li> </ul>	

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