



JOB DESCRIPTION

JOB TITLE:	PA to the Headteacher
GRADE:	Grade E
WORKING WEEKS/ HOURS:	38 weeks; 37 hours per week
TIMES WORKED:	8.00am – 4.00pm Monday – Thursday 8.00am – 3:30pm Friday
BASE:	Office

ORGANISATIONAL ARRANGEMENTS:

Job holder:

Reports to: Headteacher

GENERAL STATEMENT

To represent RAISE Education Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for RAISE Education Trust employees. Attendance at training courses may be required as part of professional updating.

Role Purpose

To provide high-level, confidential, and professional administrative support to the Headteacher and the Senior Leadership Team. The PA ensures the smooth running of the Head's office, manages complex scheduling, and acts as a gatekeeper and ambassador for the school's leadership.

RESPONSIBILITIES/ACCOUNTABILITIES:

1. Executive Support & Strategic Coordination

- Provide a discreet, high-level PA service to the Headteacher and Senior Leadership Team, handling sensitive information with absolute integrity.
- Act as the primary point of contact for the Head; managing all incoming communications (calls, emails, visitors) by prioritising critical issues and delegating routine tasks to ensure optimal time management.
- Oversee a complex electronic calendar, ensuring the Headteacher is briefed and equipped with all necessary documentation and agendas ahead of every engagement.
- Author and edit high-quality communications, including formal letters, reports, and newsletters, ensuring a consistent and professional tone.
- Lead the collation, formatting, and publication of the School Improvement Plan (SIP), the Self-Evaluation Form (SEF) and other important documents like Governor reports.

2. Administrative Leadership & Operational Support

- Coordinate and support key school events, including Open Days, Parents' Evenings, and Staff INSET days.
- Utilise school management systems (e.g., Arbor) to support the generation of analytical reports, manage system configurations, and ensure the accurate submission of statutory data such as the School Census.
- Facilitate the end-to-end recruitment process, from greeting candidates and overseeing interview-day logistics to managing practical selection tasks.
- Manage the full cycle of internal and external meetings, including agenda setting, venue/catering logistics, and accurate minute-taking.

3. Specialised School Services

- Serve as a secure point of contact for highly sensitive safeguarding records, ensuring strict adherence to confidentiality protocols.
- Provide essential support to the Admissions Officer, assisting with student intake and coordinating the logistics for Main Round and In-Year appeals.
- Maintain a streamlined, efficient digital and physical filing system to ensure rapid information retrieval.
- Monitor, filter and reply to central school email accounts and provide flexible administrative cover across other departments as required.

4. Health, Safety & General Obligations

- Maintain a valid First Aid certificate to provide emergency assistance when required.
- Undertake any other duties as reasonably directed by the Headteacher to support the evolving needs of the school.

NOTES

- The School and site is open between the hours of 7.00 am and 7.00 pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.

- If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
 - No other holidays will be granted during term time without a very **exceptional** reason. Notice must be given in writing at least 6 working weeks in advance.
 - In exceptional cases where time off is granted it will either be as
 - (a) unpaid leave, or
 - (b) time made up in lieu (by negotiation).
 - There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
 - (a) Overtime has been worked by agreement with the Headteacher.
 - (b) To attend a special event e.g. graduation.
-

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the Headteacher.

Date Prepared:	April 2026
Prepared By:	HR
Date Reviewed:	
Reviewed By:	