

## Woodlands Secondary School

'Empowering young people to become successful adults'



### JOB DESCRIPTION

<b>TITLE:</b>	PA to the Headteacher and Senior Leadership Team (SLT)
<b>SCHOOL:</b>	Woodlands Secondary School
<b>RESPONSIBLE TO:</b>	Headteacher
<b>SALARY RANGE:</b>	L5 (£23,451 - £26,044)
<b>HOURS</b>	32.5 hours per week, 40 weeks per year (term time plus 5 training days plus 1 week.

### PURPOSE OF POST:

- To provide high-level, confidential support to the Headteacher and Senior Leadership Team, ensuring the smooth and efficient coordination of leadership, governance and statutory functions.
- The postholder enables senior leaders to focus on strategic priorities by managing complex administration, maintaining compliance and facilitating effective communication across the school community.

### PRINCIPAL RESPONSIBILITIES:

#### Executive support

- Provide confidential PA support to the Headteacher and administrative support to SLT members as required.
- Act as the main point of contact for people wishing to communicate with the Headteacher.
- Maintain and update the Headteacher and SLT's diaries liaising, as necessary with staff, pupils, parents, professional colleagues and the public.
- Receive visitors for the Headteacher and ensure that appropriate arrangements are in hand (including hospitality) for the Headteacher's visitors and meetings.
- Manage incoming correspondence, telephone calls, emails and letters on behalf of the Headteacher and SLT.
- Prepare agendas, reports, briefings, presentations and documentation for meetings, including weekly briefing notes for all staff.
- Take accurate minutes at meetings, including SLT and governing body meetings, ensuring timely circulation and follow-up of actions.
- Maintain confidential files and records to ensure that the Headteacher and SLT have access to up-to-date information.

#### Leadership support

- Coordinate meetings including SLT and MLT
- Support the organisation and administration of Governing Body meetings and committees, including preparation and distribution, of papers.

- Consult with relevant staff to ensure governance information is circulated in line with statutory and school deadlines.
- Maintain key policy documentation, version control, and compliance with statutory deadlines.
- Support Ofsted inspections, audits, and other external reviews by collating documentation and coordinating logistics.

### **Communication & Liaison**

- Draft and disseminate internal and external communications on behalf of the Headteacher and SLT.
- Produce letters, posters, flyers, newsletters and Parentmail communications; update the school website and social media.
- Liaise professionally with parents, staff, governors, Local Authority officers, external professionals, and partner agencies.
- Ensure a professional and welcoming front-of-house presence when representing the Headteacher's office or supporting SLT functions.

### **Administrative & Operational Support**

- Develop and maintain efficient administrative systems to support the work of the Headteacher and SLT.
- Track deadlines, strategic projects, and school improvement priorities.
- Support HR-related administration including recruitment coordination, interview scheduling, and compliance with safer recruitment procedures.
- Preparation or resources for events led by the Head or SLT e.g. Transition information sessions, training, etc.
- Support the induction of new staff and contribute to the smooth running of leadership processes across the school.

### **Safeguarding**

- Promote and safeguard the welfare of children and young people in accordance with statutory guidance and the school's safeguarding and child protection policies.
- Maintain confidentiality at all times and report any safeguarding concerns following statutory procedures.

### **Professional Standards**

- Work with discretion, integrity, and professionalism at all times.
- Demonstrate flexibility and adaptability in a fast-paced school environment.
- Uphold the values and ethos of the school in all interactions.
- Strive to meet high standards of delivery in all administrative, executive, and communication duties.

### **DIMENSIONS:**

<b>Supervisory Management:</b>	N/A
<b>Financial Resources:</b>	N/A
<b>Physical Resources:</b>	Computer, computer systems, other office equipment.
<b>Other:</b>	N/A
<b>Physical effort:</b>	Minimal
<b>Working environment:</b>	General school office

**CONTEXT:** All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will

mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

**Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the School / Authority.**

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

***'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'***

## Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

**Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.**

Attributes	Essential	How Measured	Desirable	How Measured
<b>Education and Training</b>	Relevant administrative or secretarial qualification (e.g., NVQ Level 3 in Business Administration or equivalent).	1,2	Safeguarding training	1,2
	Evidence of continuing professional development in administration, office management, or related areas.	1,2		
<b>Experience</b>	Substantial experience providing PA or senior administrative support at an executive level.	1,2	Experience in an educational setting, ideally in a special school.	1,2
	Experience managing complex diaries, appointments, and correspondence.	1,2		
	Experience taking accurate minutes at senior leadership meetings.	1,2		
	Experience handling confidential information with discretion.	1,2		
	Experience liaising with a wide range of stakeholders, including parents, staff, governors, and external professionals.	1,2		
<b>Skills/ Abilities</b>	Able to write reports, read and comprehend written information that may not be straightforward.	1,2,5	Familiarity with policy management, version control, and compliance deadlines.	1,2
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	2	Experience of SIMs, CPOMs, Parentmail, updating websites and social media and producing flyers/posters using appropriate software.	1,2
	High-level organisational and time management skills, with the ability to prioritise effectively.	1,2,5		
	Strong IT skills including Microsoft Office (Word, Excel), emails and familiarity with school management systems	1,2,5		
	Ability to prepare reports, agendas, presentations, and correspondence to a high standard.	1,2		
	Strong communication skills, both written and verbal, with the ability to	1,2,5		



Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

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*'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. CVs will not be accepted for any posts based in schools'.*

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work,

in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

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