

### **Headteacher's PA Job Description**

Grade:	H7
Responsible to:	Headteacher
Hours:	37 hours per week, term time + INSET + 2 weeks disaggregated over the academic year
Working Pattern:	Monday, Tuesday, Thursday, Friday: 08:00-16:00 Wednesday: 08:00-18:30

#### **Person specification**

The successful candidate will

- Be able to maintain confidentiality
- Be able to work independently and within a team and promote team ethos
- Be able to organise own workload efficiently
- Be able to review working practices
- Have excellent secretarial skills (including Microsoft Office)
- Have excellent people skills and telephone manner
- Have excellent organisation and communication skills
- Have a sense of humour and the ability to remain calm under pressure!

#### **Job specification**

- To provide a confidential and personal PA/secretarial support to the Headteacher
- To work closely with the Headteacher, promoting him, the school's and the Trust's priorities
- To support the Headteacher in his duties
- To independently deal with enquiries from all stakeholders including staff, parents, governors, visitors, outside agencies and signpost enquiries to the Headteacher or relevant member of the SLT

The specific duties attached to the post are subject to regular review but are likely to include:

- To attend a daily meeting with the Headteacher;
- To organise the Headteacher's in-tray, emails, diary and correspondence; prioritising and arranging appointments with parents, staff, governors and other meetings as required; being proactive in organising agendas and distributing information in advance of the meetings if appropriate and making all other necessary arrangements.
- To deal with parents and members of the public with regard to issues or concerns in a tactful and diplomatic manner, passing them onto the appropriate person. Maintaining a log to track action and responses.
- To implement the SAR and FOI Trust processes in conjunction with the wider administrative team
- To attend meetings and take minutes when relevant, attending outside school hours weekly SLT meeting and occasionally other such meetings; ensuring the Headteacher is briefed and has the

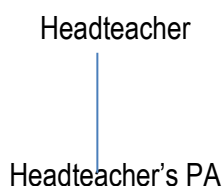
necessary papers; liaising with external agencies with required. Ensuring meetings are well run and hospitality offered and follow up actions completed appropriately.

- To manage the process for any fixed term or permanent exclusions; producing necessary paperwork updating systems, informing relevant bodies involved as well as Headteacher's and Governors' formal warning meetings, appeals meetings, which may include setting meeting dates with the Chair of Governors, Headteacher, members of the Senior Leadership Team and parent(s)/carer(s);
- To deal with correspondence, queries from staff and parents where appropriate; dealing with reference requests for members of staff;
- To summarise key documents, policies and legislation for the Headteacher capturing the relevant focus, purpose and thinking;
- To ensure the maintenance of clear and effective filing, records and other systems keeping them updated;
- To delegate work to secretarial staff when appropriate and necessary and to cover for absent colleagues as directed by the Headteacher;
- To coordinate meetings and make necessary travel arrangements on behalf of the Headteacher;
- To take part in the schools' performance management system;

### **Governor Responsibilities**

- To work in liaison with the Clerk and be responsible for and the management of governor elections (parents and staff). Liaising with the Chair of Governors and Clerk, arranging timescale of election dates, timely circulation of information to staff and/or parents as appropriate.
- Under the direction of the Headteacher to collate information, word process and distribute reports/documents to Governors in conjunction with the Clerk to the Governors.
- To liaise with the Headteacher and Chair of Governors with regard to the organisation of Governors' meetings and committee meetings.

### **Organisation Chart**



The job holder is managed by the Headteacher or member of the Senior Leadership team in his absence.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.

*May 2026*