

Job description: PA to the Head Teacher

Job title: PA to the Head Teacher

Line Manager: Head Teacher

Location of work: Brondesbury College and Islamia Girls School

Mission Statement: To strive to provide the best education in a secure Islamic environment, through the application of the Quran and Sunnah.

Core duties and responsibilities:

General

- To provide confidential assistance to the Head Teacher including undertaking a full range of secretarial and administrative duties and ensuring the efficient and effective running of the Head Teacher's office and daily business. In addition, to provide administrative support and assistance to the Deputy Head Teachers, as required.
- Carry out all duties with regard to the school's policies, codes of conduct, Islamic ethos and mission statement
- Carry out general office duties as appropriate
- Check emails daily and take action where necessary
- Provide administration support to the front office when required. When necessary, cover reception duties while secretary is away
- Assist parents, carers and other stakeholders with general enquiries
- Ensure that output and quality of work is of a high standard and complies with current legislation
- Maintain a flexible working approach in order to accommodate day to day operational matters
- Maintain confidentiality at all times in respect of school related matters to prevent disclosure of confidential and sensitive information
- Carry out research, obtain information, and provide detailed analysis and evaluation of data and information, and produce reports and records as required
- Participate in training and other learning activities as required and to participate in appraisal and professional development
- Co-ordinate the office administrative work
- Manage school finances as required (see Financial Management)
- Manage all administration related to Schoolmoney, Schoolkompanion (HUB), Teachers2parents, SIMS and other online management systems.
- To contribute to the overall ethos, work and aims of the school

Duties to Head Teacher and School Management Team

- Provide administrative assistance to Head Teacher, ensuring the Head Teacher is kept informed of all current issues within the school
- Act as the main point of contact for the Head Teacher, taking calls and messages. To demonstrate care, professionalism and courtesy in all dealings
- Deal with parent / carer and other external stakeholder queries and decide how to screen telephone calls, enquiries and requests
- Maintain the Head Teacher's calendar and arrange appointments as appropriate, including coordinating meetings.
- Liaise with the Head Teacher on a daily basis regarding events of the day and follow up resultant actions.
- Keep the Head Teacher informed at all times about the calendar commitments and deadlines for the completion of work.
- Provide confidential clerical and administrative support to the Head Teacher.
- Draft correspondence to the Head Teacher's specification and consistently produce a high standard of written work
- Act as 'quality control' in respect of letters and documents produced by the Head Teacher. Proof read and get involved with the document production of all the Head Teacher's correspondence.
- Manage correspondence including emails to the Head Teacher and maintain an on-line filing system. Open, prioritise, deal with, prepare and distribute all correspondence addressed to and from the Head Teacher
- To have oversight of all administrative aspects of confidential records.
- To provide administrative support for the Deputy Heads and produce documents for them as required.
- Be involved in the management of the school's website.
- Develop and communicate a schedule for the day for educational advisors, observers or visitors who are spending the day at the school.
- Act as a point of contact for arrangement of meetings between Head Teacher and all other internal and external parties
- Ensure arrangements are in place for all Head Teacher offsite activity, i.e. Specific requirements advised for courses, travel arrangements, route planning etc
- To attend, facilitate and minute meetings involving the Head Teacher, including meetings off-site and take any follow-up action as necessary
- Welcome visitors to the Head Teacher in a professional manner. Arrange refreshments for meetings as necessary.
- Support the Leadership Team to ensure School Reports are set up correctly and completed accurately and sent to parents on time.
- Produce documentation required by the Head Teacher, working to deadlines and ensuring that all documents are fully and accurately completed.

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Single Central Record

- To be operationally responsible for the timely maintenance of the School Central Record
- To be responsible for ensuring that visitors to the school provide a valid DBS certificate and any other required documentation and proof, prior to being allowed unaccompanied access to the school site.
- To enter these details on the SCR.

Organisation

- Organise, supervise and invigilate GCSE exams for year 11 students, supporting the Examinations Officer when necessary
- To have responsibility for maintaining accurate and up-to-date fire drill procedures and ensuring that all staff are fully informed
- To assist in producing the academic school calendar, liaising with the Senior Leadership Team and school staff and forward to all once completed
- Annually assist in the preparation of the staff handbook
- Prepare class lists, welcome packs and timetables for the next academic year
- Organise staff cover and cover class work

Record keeping and filing systems

- To support the Head Teacher by co-ordinating processes of monitoring and evaluation and to collate information for the School Development Plan, the S.E.F, the School Profile and reports for the School Improvement Partner, the Local Authority and other agencies. Update student progress data
- Update 'Covers and Absences spreadsheet' for staff absences on daily basis
- Update 'Intelligent Management Systems' for staff absences on a daily basis
- Update 'New Applicants' document and keep the accounts department informed of all details and changes
- Ensure that all documentation on lettings is kept up to date, including up to date insurance files, risk assessments and phone numbers
- Prepare information for external agencies as and when required e.g. school inspectors, OFSTED etc
- Keep accurate records and deal with student exclusions accordingly to the Head Teachers instructions. Organise work for excluded students
- Keep track of Ramadan timings and working with SLT, arrange school time table accordingly
- Assist Headteacher in administering and checking all aspects of Student Reports.
- Manage issues related to school online content management system (KSM/HUB/SIMS).

Dealing with personnel

- Provide and coordinate administration for staff enquiries and requests
- To attend briefings and produce bulletins, memos and occasional papers for staff as required
- Provide support in induction programmes, including the setting up/deactivation of web mail and security passes etc
- To organise, distribute and deal with important and confidential employee documents to the correlating individual
- To support and provide guidance to employees queries and matters
- Organise staff cover lessons with substitute teacher and if none are available, supervise the lesson with the provided class work
- Inform staff of duties and covers on a daily basis via the cover board
- Provide administration for staff Leave and absences
- Work with administrative office team on a daily basis & provide assistance
- Responsible for maintaining accurate and up to date log of staff attendance, covers and punctuality
- Assist Head Teacher with staff related disciplinary issues
- Assist the Head Teacher in any student disciplinary issues
- Assist in the organisation of staff days out and INSET training
- Manage employee development in regards to health and safety
- Develop positive and collaborative working relationships with, and between staff to provide them with appropriate support and guidance in achieving the school's priorities and targets.
- Regularly review own practice, set personal objectives and take responsibility for own development.
- Manage own workload and that of others to allow an appropriate work/home life balance.

Financial Management

- Manage and monitor Approvalmax entries and PRF's
- Liaise with school accountant to set up new employees on Payroll system
- Assist the Bursar with specific administrative tasks as and when required

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HR and Safeguarding

- Maintain the Single Central Register, carrying out the required Safeguarding and employment checks
- Co-ordinate, manage and oversee the administration of the recruitment, induction and resignation processes, including the writing of adverts, the placing of adverts, receiving and sorting through CVs, communications with stakeholders within the school and candidates, scheduling and management of the assessment day.
- Oversee all DBS checks and take responsibility for the 'Single Central Record'
- Comply with, and assist with the development of policies and procedures and report all concerns to an appropriate person

Resources

- Upload documents and photographs to the school website. Work with the website provider and IT Technician to regularly update the website and layout. Communicate with people throughout the school in ensuring that the website is kept up to date.
- Help co-ordinate school trophy and gift orders during celebrative events
- Update displays

School trips, events and fundraising

- Assist school staff and PTA with organisation of events and organize associated administration
- To play a key role in the organisation of school events, in liaison with all staff
- To provide reception and hospitality for the school visitors meeting the Head Teacher
- Work with designated member of SLT to plan and co-ordinate all school events including and not limited to Parents Evenings, Open Evenings, Awards Days etc.

Flexibility within the role

- When required, the PA to the Headteacher is expected work beyond 4pm. This may be to ensure deadlines are met, to attend events or meetings, or to deal with urgent matters
- The list above is not exhaustive.
- The PA to the Head Teacher should be able to be flexible, solve problems, be creative and use own initiative