THE HEATHLAND SCHOOL
HEADTEACHER'S PA
36 hours, 40 weeks per year
(term time + 5 INSET days + last week in Summer holiday)
Scale SO1/2 (actual pay £34,141 - £36,944)

JOB PURPOSE

To provide high-quality administrative and organisational support to the Headteacher and wider leadership team.

To oversee recruitment, including preparation of recruitment packs, adverts, interview scheduling, candidate liaison and communication with the London Borough of Hounslow.

To work with the School's Governors and Leadership Team to provide administrative support to the Governing Body of the School

KEY ACCOUNTABILITIES

Responsible to the Headteacher

1. To provide administrative and secretarial support for the Headteacher and other Senior Leaders including decision making and delegation when appropriate, handling communications and preparing documents. Key duties include organising meetings and acting as a point of contact for internal and external enquiries, while maintaining confidentiality.

2. To ensure that high level of administration is provided to the Heathland Leadership Team and Extended Heathland Leadership Team (EHLT) meetings: gathering and preparation of Agenda and Minutes.

3. To ensure the Headteacher's diary and commitments are updated on a daily basis, checking details of appointments, reminding of commitments, researching and collating relevant paperwork prior to meetings. Alert the Headteacher well in advance of approaching issues and/or events.

4. To organise meetings and appointments including booking venues, preparing agendas and papers, ordering refreshments, taking minutes, including confidential staff meetings, disciplinary meetings, flexible working meetings and absence review meetings.

5. To deal with parent and other external stakeholder queries, especially in the absence of the Headteacher, and decide how to screen telephone calls, enquiries and requests and handle them or delegate to others as appropriate, using discretion in providing information both within and outside the school.

6. To act, in association with the Headteacher, as the point of contact in relation to any complaints received, referring matters to appropriate members of staff when required, and ensuring that complaints are responded to within the set timescales.

7. To maintain all confidential and personal records in line with GDPR such that appropriate information is on file and that all relevant checks have been carried out to a high standard.

8. To maintain up to date job specifications for all teaching and support staff in liaison with senior leaders, ensuring confidentiality.

9. To manage of the Internal Promotions process, producing the relevant documents and coordinating the programme of interviews. Ensure that appropriate amendments are on file following internal promotions and that the Finance Office and LA are informed of any pay amendments.

10. To manage the Single Central Record ensuring that it is accurate and up to date. To ensure all staff return appropriate documentation (follow up action by Designated Safeguarding Lead or Headteacher).

11. To ensure that all staff complete a new DBS every 5 years.

12. To manage the administration for suspensions and permanent exclusions in liaison with the Deputy Headteacher (Pupil Support) and Headteacher, including communication with LA Officers and preparation of all relevant documents. To manage the spreadsheet recording all external suspensions.

13. To collate and produce the weekly Update following Staff Briefing, which includes important and key information for all staff.

14. To manage on behalf of the Headteacher the production and review of the School Development Plan.

15. To plan and manage the administration for major school events: Senior and Junior Prizegiving Events, New Year 7 meetings with primary schools and Prospective Parents evenings. This includes liaison with SBM, Heads of Year and senior staff to deliver successful events

16. To update, via SIMS.net software, staff contact details, in order to resolve queries and provide information to appropriate staff members or external agencies.

17. To manage all necessary information regarding ECTs to the DfE and Teach West London.

Correspondent to the Governing Body

18. To be the initial, confidential point of contact for the Chair of Governors.

19. To be the intermediary between parents/school staff and Chair of Governors.

20. To be responsible to the Chair of Governors for issuing papers for the annual cycle of meetings using Governorhub.

21. To prepare correspondence on behalf of the Local Governing Body.

22. To assist with ballots for new teaching and parent governors.

23. To arrange hospitality/refreshments for Governors' meetings.

24. To issue governors with ID cards and set up access to new members to the Governorhub website

Recruitment and Personnel

25. To complete safer recruitment training.

26. To ensure that we get full use of the TES subscription and reviewing and evaluating other avenues for recruitment e.g. LinkedIn.

27. To manage the advertisements for any vacancies, the formulation, maintenance and forwarding of recruitment packs and ensuring that all vacancies are posted on the School website. Maintain records of applications and prepare for shortlisting.

28. To manage the interview process – preparing the programme in consultation with the Headteacher, providing lesson observation details, tasks and arranging tour guides and visits to the school.

29. To support general personnel matters in consultation with the Headteacher e.g. ensuring required pre-employment checks are carried out for new employees, details including identification, employment history, qualifications and overseas records.

30. To manage reference requests and follow up as necessary.

31. To manage the administration of all aspects relating to work status and registration, immigration and sponsorship.

32. To assist in providing staff with information for applying for Enhanced DBS disclosures and processing application forms as required.

33. To manage providing staff with information regarding health check questionnaires and processing forms as required including OH referrals when appropriate.

34. To ensure all safeguarding procedures are in place and adhered to, particularly in relation to applying for DBS checks, updating the Single Central Register and any other recruitment requirements.

35. To update the Payroll provider/LA with any contract revisions, new starters and leavers. Forwarding contract letters and updating school records with any changes.

Management of Whole-School Cover

36. To manage daily cover for absent teachers and inform Heads of Department, Heads of Year, Leadership and Finance Manager of all absences. Produce a half termly analysis of staff absences for HLT.

37. To manage requests for cover and respond to requests for emergency cover during the school day.

38. To ensure that cover is distributed fairly and with transparency.

39. Management of supply agencies for daily supply and decision making on supply staff when required. To book supply and to ensure that all Safeguarding information is in place for supply staff.

Other duties

40. To follow all safeguarding procedures and complete training as required.

This Job Specification may be re-negotiated if the needs of the school change in the future