

## Job Description

<b>Job Title:</b>	<b>Head's PA</b>
<b>Grade</b>	Band G (Points 12-18) (salary details at appendix 2)
<b>Hours:</b>	37 hours per week / 40 weeks
<b>Reporting to:</b>	Headteacher

### Main Purpose of Job

- **Provision of professional and administrative support to the Headteacher**
- **Provision of occasional professional and administrative support to senior members of SLT (Deputy Headteacher's, Director of Finance and Operations, Director of HR and Administrative Services)**
- **Assist with the smooth running of the school as required**

**It is in the nature of the post that there will be access to a significant amount of sensitive information, and that confidentiality must be maintained where necessary.**

### Provision of professional and administrative support to the Headteacher

- Provide high-level administrative and organisational support to the Headteacher, ensuring the effective management of tasks, priorities, and follow-up actions.
- Manage the Headteacher's diary, coordinate appointments, and ensure comprehensive preparation for meetings and engagements.
- Handle confidential and sensitive correspondence, telephone calls, and emails with discretion and professionalism.
- Maintain efficient and compliant filing systems, including both digital and hard-copy records.
- Triage and de-escalate concerns or complaints in the first instance, ensuring appropriate escalation and accurate documentation.
- Support the administration of student exclusions, including record-keeping, documentation, and monitoring processes.
- Communicate on behalf of the Headteacher with staff, parents, students, external partners, and stakeholders.
- Develop and maintain effective working relationships with the Senior Leadership Team and wider staff body.
- Prepare agendas, attend Senior Leadership Team meetings, and produce accurate, confidential minutes and following up any actions agreed.
- Coordinate events and hospitality arrangements involving the Headteacher.

### Provision of occasional professional and administrative support to senior members of SLT (Deputy Headteacher's, Director of Finance and Operations, Director of HR and Administrative Services)

- Confidential letters and documents as required and maintain electronic / hard copies
- To research, locate, prepare and supply information as requested
- Minute take at confidential meetings.

## **Assist with the smooth running of the school as required**

- Oversight of preparation, noting and distribution of Staff Briefings and communications, including Staff Digest.
- To assist with PR work, school marketing and suggest future opportunities.
- To contribute towards management of the school website.
- Management of Headteacher's Awards, special events/presentation ceremonies.
- Provide operational support for the Cover and Curriculum Support Coordinator when required, ensuring continuity of service.
- To contribute to specified projects from time to time.
- Support the duty manager process and undertake occasional student-facing duties as required.
- Provide duty support by stepping in for the Headteacher during periods when meetings overrun or competing commitments require their attention.
- Offer confident and timely support to staff as needed during the day.
- Provide flexible support to colleagues across HR, Exams, Marketing and Catering, offering assistance when operational needs or unforeseen circumstances arise.
- Act as clerk to one of the governor committees and provide a central point of contact between the governors and the school.
- Any other duty appropriate to the general area of operation and in line with the broad range of responsibilities and aptitudes expected.
- Minute taking at various meetings both online and in person.

### **General**

- Any other duties commensurate with the post at the discretion or direction of the Headteacher, Deputy Headteacher or the Director of Finance and Operations or Director HR and of Administrative Services.

### **Health and Safety**

- This post involves dealing with students and visitors to the school, and responsibility for own health and safety and that of others will be of key importance
- The post holder must have the moral courage to insist on appropriate safety standards within their area of influence, whilst not using Health and Safety as an excuse to water down the educational experience for the students.

### **General**

#### **Entitlement to:**

- A clear management line and access to the immediate line manager.
- An annual performance review, which includes the setting of individual performance targets in line with the established school procedure.
- Time and opportunity for professional development, in an appropriate form.

### **Requirements**

- The postholder is expected to comply with the provisions of the Data Protection Act 1998 and other relevant legislation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the school's Data Protection Policy and Procedure.
- Knowledge of and compliance with relevant school policies and procedures e.g. Health & Safety, No Smoking, Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, Child Protection etc.
- Willingness to undertake training /professional development in-house or externally.
- Participation in the performance management system in force for all staff.

**Notes**

- Stratford-upon-Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
- The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

# Appendix 1

## Support Staff Posts

### Corporate

- Support your line manager or team leader as required in maintaining a customer focus, efficient working, establishment and following of operating procedures, compliance with health and safety and other regulatory requirements, identifying desirable developments, and providing clear support in general for teaching and learning, pupil progress and wellbeing, and any external or collaborative arrangements with which the school is involved
- Contribute to the effective operation of support services
- Be prepared to share good practice with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations
- As part of a team of support staff, provide assistance with the invigilation of examinations if required
- As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students

### Working with Students

- As part of a team of support staff, provide assistance with a variety of other provision if required, such as supervision of private study, accompanying school visits, general staff duties etc.
- Be prepared to engage in elements of guidance or instruction to students in line with specific job role, area of interest or expertise.

### Membership of Groups

- From time to time, take the opportunity to be involved in working groups, designed to enhance the learning or operational aspects of school life.

# Appendix 2

## Head's PA

### Terms and Conditions of Employment specific to the post

#### Working Hours

The post is for 37 hours per week based on 8:15am to 3.55pm Monday, 8:15am to 4:25pm Tuesday to Friday, with a 40-minute unpaid break, however, there can be some flexibility and these will be determined with the successful candidate alongside the needs of the role.

When working 6 hours or more an unpaid lunch break of 40 minutes will be taken at a mutually agreed time, by agreement with the line manager and in collaboration with other colleagues to ensure the department is covered.

Where 6 hours or fewer are worked per day, it may be possible to omit the lunch break.

Working weeks will be 40, comprising 38 weeks of school term, 5 separate staff learning days and 1 week to be worked within the school holiday.

Staff working less than a 37-hour week will work pro-rata staff learning day hours, either pro-rata on each training day OR a pro-rata number of training days, by agreement with HR.

#### Holidays

- a) Term-time staff are paid for a pro-rata proportion of holidays applicable to the grading of the post and the length of their service.
- b) All holidays are deemed to be taken within school holidays.
- c) The allocation of holidays against which pro-rata payment is made is 23 days for new entrants to schools, academies, or local government. 26 days after 4 years' continuous service, plus 8 Bank Holidays and 4 Statutory days

#### Other Benefits

- Free car parking, subject to availability
- Wellbeing employee assistance programme
- Contributory pension scheme

#### Remuneration

Starting salary for a full-time post at Band G (point range 12 – 18) £28,598 to £31,537; starting point depending on experience and qualifications.

Actual salary for hours and weeks worked is calculated as £25,408 to £28,019. Starting point depending on experience, qualifications and subject to any continuous service.

*The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All positions at Stratford-upon-Avon School are subject to the Disclosure Barring Scheme.*

*This role is exempt from the Rehabilitation of Offenders Act 1974 and is therefore subject to an Enhanced DBS and requires a children's barred list check.*