

St Alban's Catholic High School



PA to Headteacher

Job Description

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. We aim to inspire everyone with the strength and purpose to begin the journey of learning for life and to prepare our students to lead by their example in the modern world. All staff have a responsibility and have a duty to ensure that their work and interaction with all individuals fully reflects the school's distinctive ethos and mission statement as a Catholic School.

Salary: £23,620 - £25,878 FTE (£20,539 - £22,503 pro-rata/actual)
Hours: 37 hours per week / 40 weeks per year
Reports to: Headteacher

Job Role: To provide the highest standard of administrative support and professional service to the Headteacher

Main Duties

- To provide a full, efficient and confidential secretarial support to the Headteacher
- To provide managerial, administration and clerical duties
- To act as the key point of communication between the Headteacher and members of the Senior Leadership Team (SLT)
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Responsibilities

- Provide a full range of secretarial services, including diary management, preparation of documents, letters, spreadsheets, presentations; minute taking; managing and maintaining efficient systems for the storage and prompt retrieval of information; meeting preparation and follow-up
- Manage diary arrangements, including setting up meetings and appointments and liaising with people at all levels both inside and outside the school
- Routine correspondence, including dealing with incoming and outgoing post, circulating information, drafting responses and prompting action as required
- Filtering for the Headteacher any enquiries, calls, emails and personal visits - taking messages, prioritising and relaying information and responding to queries directly where appropriate
- Carry out confidential work for the Headteacher
- Booking courses and meetings as requested
- Assist the Headteacher with new projects, manage and co-ordinate new projects
- Oversee all administration relating to OFSTED inspections
- To supply a secretarial service to the members of the SLT on confidential matters as required
- Assist the Headteacher with planning and issuing of SLT agendas and meeting papers
- Booking rooms, welcoming guests and organising refreshments for the Headteacher as required
- Managing the advertising and recruitment process for all posts in accordance with school procedures and policies
- Provision of efficient and effective communication channels between the Headteacher, staff, Governors, outside agencies, etc.

- Producing the weekly staff bulletin
- Communicate with staff to collect relevant information

General

- The Governing body is committed to safeguarding and promoting the welfare of the children and young people and expects all staff and volunteers to share in this commitment
- Undertake any training as appropriate

This is a public facing role and the post holder must speak fluent English.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out additional duties within the context of the job, skills and grade.

Person Specification

	Essential	Desirable
Qualifications and experience		
Successful experience of administrative work in a busy school environment	✓	
Educated to NVQ Level 4 or equivalent	✓	
General knowledge of general school policies and procedures	✓	
Good reading and writing skills	✓	
Ability to use Microsoft Office application	✓	
Communications		
Ability to complete detailed reports, forms and letters	✓	
Ability to communicate effectively with children and adults	✓	
To be able to overcome any communication barriers with children and adults	✓	
Ability to consult effectively with colleagues	✓	
Good telephone manner	✓	
Working with children		
Understand and implement the policies set by the Board of Governors		✓
A good understanding of the Christian learning experience provided by the school in relation to the role		✓
Understand the importance of physical and emotional wellbeing of the children and support them when they are unwell		✓
A good understanding of the way in which children develop in relation to the school, community and family life		✓
A good understanding of the additional support some children in the school will need, whether it is through the school structures, outside agencies or family units		✓
Working with others		
Understand and respect the role of other staff working in the school	✓	
Ability to work as a member of a team	✓	
Ability to establish a rapport, building respect and a trusting relationship, with children, their families, carers and other adults	✓	
Ability to work on their own	✓	
Ability to provide timely and accurate information	✓	
Responsibilities		
Good organisational skills	✓	
Ability to work accurately with attention to detail	✓	

	Essential	Desirable
Ability to lead and motivate a team in a positive and successful way	✓	
Ability to manage own time effectively	✓	
Ability to follow instructions effectively	✓	
General		
Promote and support the ethos of the school	✓	
Demonstrate a commitment to equality	✓	
Understand procedures and legislation relating to confidentiality	✓	
Demonstrate a clear commitment to develop and learn within the role	✓	
Understand and implement child protection procedures	✓	