



Job title: PA to the Head of School

Salary: Grade 5 (A-E) £33,175 - £36,368 FTE

Actual Salary: £28,837 - £31,612 (based on the below)

Contract Type: Full Time/ Fixed Term (Maternity Cover; September 2026 to July 2027) 37.50 hours per week/ Term Time Only including INSET days

Working Hours: Monday to Friday 8:15am - 4:15pm

Reporting to: Head of School

Job Purpose

To provide personal assistant and confidential administrative support to the Headteacher. To assist with the school's administrative functions in providing a high standard of business support within the school. To provide a professional front office service (on behalf of the Headteacher) to visitors, parents, students and Governors. To liaise closely with Governors to the school and support with any queries they may have including creation of the Heads Report for the Local Governing Body meetings.

PA

- To act as Personal Assistant to the Headteacher dealing with enquiries as appropriate. Provide such support to other staff as determined by the Headteacher
- To manage the Head's diary, including making appointments etc, which needs synchronising with the Headteacher to ensure an accurate record is maintained
- To produce letters, reports and other documents and to provide an efficient administration service. This will include typing of a confidential nature and general support typing
- To ensure that emails are distributed regularly and that the system is maintained accurately
- To take confidential minutes at internal meetings as required (to include all reintegration from exclusion meetings)
- To receive and relay promptly any telephone or other messages, dealing as appropriate with routine enquiries.

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- To liaise, as required, with Governors, parents and local authority personnel, etc.
- To ensure that all visitors and callers to the school are courteously and correctly received and to deal sensitively with anxious, distressed or impatient callers, whether by telephone or in person
- To administer a range of meetings, including ensuring all papers, agendas etc are prepared and distributed, facilities and refreshments booked as appropriate
- To ensure paper copies of all daily paperwork (including daily diary) is available for Headteacher upon their arrival to school

Administration

- Contribute to the development and planning of effective and efficient support services within the school
- To provide business support, which will include:- a) general advice and guidance to staff, pupils and others on administrative matters, b) support for front office admin staff when necessary to ensure an effective admin function, c) maintenance of an efficient filing system, d) reprographic duties and associated tasks, e) distribute post ensuring correspondence which is addressed to the Head but is for other staff members is passed on so that everyone receives the correct correspondence
- To undertake general administrative and clerical duties which could include:- a) completion of returns to LEA and the DfE, b) assisting with the preparation of forms, surveys and analysis of these once completed as instructed
- Use ICT system to develop and maintain an effective database to include information on pupils, staff and financial matters and to provide a desktop publishing service to produce high quality promotional documents and materials for curriculum support and pupil assessments. Operate other ICT packages as necessary
- To maintain an efficient filing system and to undertake reprographic duties and associated tasks

Governance

- To act as contact/support between Head of School and Governing Body working closely with Clerk to LGB
- To create the Heads Report for LGB meetings each term as appropriate
- To support with updates of School Policies ensuring most updated copies are visible on the website as well as being disseminated to LGB and staff
- To update LGB with communications from the School to Parents/Carers as appropriate

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Admissions/Appeals

- Coordinate arrangement of dates/times for appeals to take place throughout the year
- Lead on admissions appeals throughout the year supporting the Head of School/Assistant Headteacher to ensure all information is given to the Independent Appeals Review panel
- To collate/prepare the information packs ready for sending to the Independent Appeals Review Panel
- To ensure School Representative has all prepared printed packs and documentation ready for appeal dates

Meetings

- To note take and promptly send out notes from weekly all staff briefings
- To collate and facilitate the agenda for weekly SLT meeting
- To attend and note take the weekly Operations meeting
- To support with note taking in any meeting requested to do so by the Head of School

Complaints

- To log and facilitate support with all formal complaints made towards the School
- To ensure all complaints made towards the School are dealt with following the Complaints policy informing LT of updates along the process

Misc

- To undertake any other duties that arise within the grade and scope of the post as determined by the Headteacher. These additional duties may include, when essential, appropriate tasks normally undertaken by other support staff

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