



Job Description for Executive PA to the Executive Headteacher/CEO & Governance Professional

Job title:	Personal Assistant to the Executive Headteacher/CEO, Clerk to Governors
Location:	Amwell View School Station Rd, Stanstead St Margarets, Stanstead Abbotts SG12 8EH
Hours:	Monday – Friday 08:30-17:00 (37 hours per week)
Salary band:	H6 £30,515 – H7 £35,570
Contract type:	Permanent, full-time (52 weeks)
Reports to:	Executive Headteacher/CEO

This job description is not necessarily a comprehensive definition of the post. The duties and responsibilities listed below describe the post as it is at present, the post holder is expected to accept any reasonable alterations that may from time to time be necessary.

The job description will be updated regularly in line with school's development plan.

Occasional travel to our satellite provisions in Tonwell are also required as part of the role. In 2028 our new school in Buntingford will open and the Executive Headteachers PA role will change as they move with the Executive Headteacher and become the CEO PA, they will also be required to travel between Stanstead Abbotts and Buntingford regularly working across the two main sites.

1. Introduction

1.1 You are accountable to the Executive Headteacher/CEO and the Governing Body through the schools Organisation Chart.

1.2 You are required to maintain the school's ethos in accordance with the direction given by the Governors and expressed in the Mission Statement. You are required to support the Executive Headteacher/CEO in implementing the Mission Statement ensuring that all learners have all the support they need to help them make the most of these opportunities.

1.3 The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

2. The role of Executive Headteacher PA at Amwell View School

2.1 We are looking for a committed and experienced Executive Headteachers PA, with a flexible approach to work and a personable and compassionate attitude to join our school's admin Team. You will help provide diary, clerical and administrative support to the Executive Headteacher/CEO.

2.2 The Executive Headteachers PA is accountable to the Executive Headteacher/CEO and undertake particular duties as they may reasonably direct from time to time.

2.3 The Executive Headteacher/CEO PA is responsible for providing a confidential and personal service to the Executive headteacher/CEO, carrying out a range of secretarial and administrative tasks and maintaining an



efficient running of the Executive Headteacher/CEO daily business.

3. Key areas of responsibility

3.1 Managing enquiries:

- Act as the first point of contact for staff, parents, governors and other stakeholders looking to speak with the Executive Headteacher/CEO
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails for the Executive headteacher/CEO are acted on
- Manage enquiries and requests efficiently, referring where necessary
- Welcome visitors on behalf of the Executive Headteacher/CEO
- Assist staff, parents, governors and other stakeholders with the information and support they need
- Open and respond to mail, escalating to the Executive Headteacher/CEO where necessary
- Handle all confidential correspondence with discretion
- Add any other duties of particular relevance to your school

3.2 Administration and Diary Management

- Coordinate the Executive Headteacher/CEO diary, making decisions around priorities and ensuring the Executive Headteacher/CEO is suitably briefed
- Organise travel and accommodation arrangements if required
- Support the Executive Headteacher/CEO to manage their workload, advising on priorities where appropriate
- Prepare the Executive Headteacher/CEO for meetings by assembling reports and relevant documents
- Respond to appropriate requests for information from governors or external agencies
- Maintain accurate records in efficient files and online systems (we use Arbor)
- Support with the coordination of certain school events, under the direction of the Executive Headteacher/CEO
- Complete desktop research for the Executive Headteacher/CEO, analysing findings and providing summaries
- To attend meetings, reviews and other key events, as directed by the Leadership Team, and to note take as required ensuring that accurate records are recorded, and any associated administration is undertaken and distributed.
- To liaise with staff, teachers, management, governors, external organisations and any other parties as required on a regular basis.
- Supporting the HR Manager, Office Manager, School Business Manager and School Bursar as required in the administration of work and projects.
- Responsible for ensuring staff files are kept tidy and updated.
- On occasion undertake reception duties, act as first point of contact in response to telephone and face to face enquiries, sign in visitors.
- Assist with pupil welfare matters, including contacting parents and staff.
- Provide clerical support, this to include photocopying, filing, email and answering routine correspondence.
- Ensure accurate record-keeping through the effective use of school management information systems and administration platforms in accordance with GDPR and school policies.
- To receive deliveries, check and arrange orderly and secure storage of supplies.
- Manage the administration of school policies and procedures ensuring they are reviewed regularly and in line with statutory regulations, providing the staff responsible with reminders and ensuring they are completed and uploaded to the school website as appropriate.



- To monitor and review training agreements and staff CPD
- To assist governors and the Executive Headteacher/CEO during full-governing-body meetings.
- To oversee and support the wider leadership team's diary's
- To assist operational support managers with the school census.
- Any other duties of particular relevance to your school that may be required.

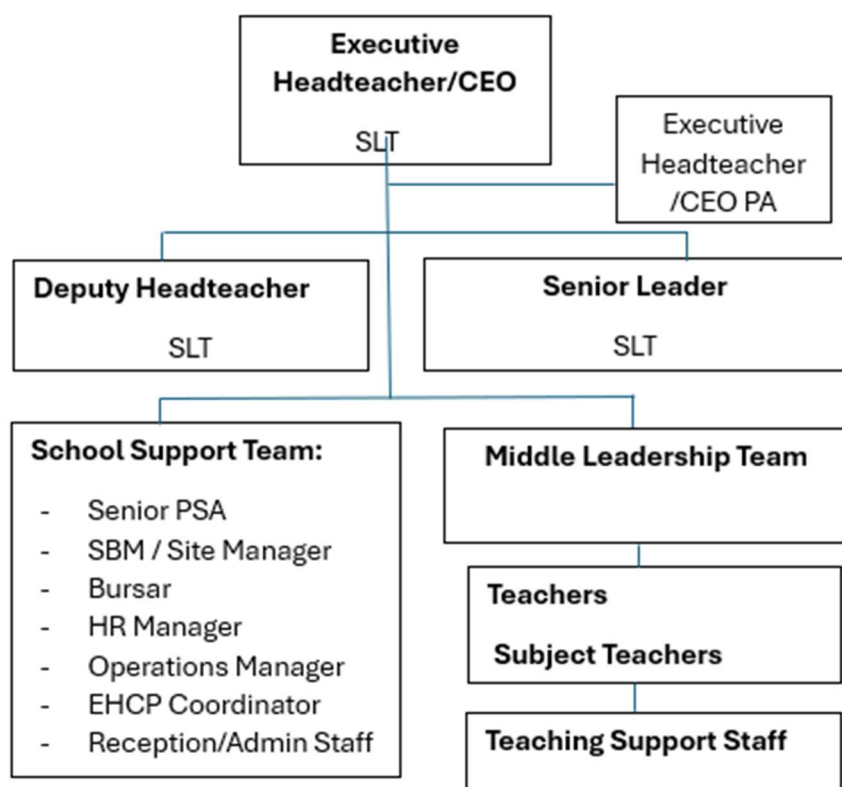
3.3 Written Communication

- Interpret Executive Headteacher/CEO comments into draft written correspondence to be sent to relevant stakeholders
- Develop written communication that's professional and upholds the school's vision and values
- Proof-read outgoing communication to ensure it's of the highest standard

3.4 Travel

- Able to travel between sites across Hertfordshire to support the Executive Headteacher/CEO.

4. Organisation Chart





5. Accountabilities

5.1 The jobholder is managed by the Executive Headteacher/CEO.

5.2 The jobholder works under the day-to-day direction and supervision of the Executive Headteacher/CEO alongside the Admin/ Technical Managers.

5.3 You are required to:

- Undertake all reasonable precautions to safeguard the health and safety of pupils and staff at all times.
- Ensure that all pupils are treated fairly, consistently and with respect, that opportunities for reinforcing positive self-images are sought, that gender and race discrimination are actively discouraged.
- Encourage an environment and ethos which underpins and enhances pupils learning.
- Take active responsibility for formulating fair and consistent standards of discipline and follow up concerns according to the school's procedures.

6. Equalities

6.1 Be aware of and support differences and ensure that the school's equalities and diversity policies are followed.

7. Health and Safety

7.1 Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

7.2 The job may require lifting children whose mobility is restricted. Appropriate training will be provided, if necessary.

7.3 The job may include clearing up blood and other bodily fluids of children.

8. Disclosure and barring service

8.1 This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal records Bureau is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

9. Safeguarding children and safer recruitment

9.1 You will ensure that child protection and the safeguarding of students are always given the highest priority.

9.2 Amwell View School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.



Person Specification

Essential	Desirable
Qualifications:	
GCSEs English and Math's Grade C/Grade 5 and above Experience working in a similar role supporting a senior leader High standard of written and oral communication Carrying out administrative and secretarial tasks Dealing with face-to-face and telephone interactions Ability to plan, organise and prioritise to meet deadlines Ability to produce meeting minutes and documents of a high quality Ability to use own initiative and take action accordingly Excellent attention to detail Ability to use IT packages including word processing, spreadsheets and presentation software Working and collaborating within a team	Experience of working in an educational environment Working with children or young people
Personal Attributes:	
Genuine passion and a belief in the potential of every pupil Commitment to inclusion, equity and the safeguarding and welfare of all pupils Demonstrate excellent attendance, punctuality and professional appearance Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school Commitment to a team approach; exchanging ideas and providing support to colleagues where needed Ability to work under pressure and prioritise effectively	



Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality Embraces change well Deals with difficult situations effectively Patient, flexible and adaptable, meticulous and conscientious Hold a full-UK driving license and has access to own car	
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