

PA to the Headteacher & HR Officer

Job Description

- Grade:** H8/H9 (depending on skills/experience)
- Hours:** Full Time – 37 hours, 52 week contract
8.00am - 4.30pm during term time (1 hour unpaid lunch)
Opportunity to work flexibly during the school holidays
- Responsible to:** Director of Finance and Resources

Job Purpose:

To provide a confidential and personal secretarial and administrative service to the Headteacher and general secretarial and administrative support to the Senior Leadership Group (SLG) and other members of school staff as required. Another key part of this role will be to work with the Director of Finance and Resources in delivering effective and efficient day to day HR services at the school.

Supervision:

The Headteacher's PA & HR Officer role will have minimum direct supervision, therefore they must organise and prioritise their own workload on a day to day basis using their own initiative and knowledge.

Key Responsibilities and Tasks:

Support to the Headteacher

- To provide an effective, efficient and high-quality PA and secretarial support service to the Headteacher ensuring that the Headteacher is fully supported in all aspects of their work including confidential matters. To provide administrative support to the Deputy Headteacher and Senior Leadership Group.
- To organise and manage the Headteacher's diary and time including, managing appointments, acting as the 'gatekeeper', receiving visitors, providing preparatory support and making travel arrangements. To collate the information for expenses claims arising from these.
- Alert the Headteacher to forthcoming events/meetings, priorities and emerging issues.
- To set up and maintain effective electronic or paper filing systems, including student records, HR records, Headteacher and senior leadership files.
- To liaise with a variety of external and internal stakeholders, including ESMA, DfE and HCC officials, trustees, staff, the general public, press and parents. To act as the first

point of contact within the school for staff, visitors, parents and others seeking contact with the Headteacher and, if possible, offset queries and problems.

- To deal with and manage parent queries, including complaints, if possible or pass them to relevant members of staff, keeping records of these, as appropriate
- To prepare and issue agendas of meetings as directed, including Senior Leadership Group, Staff, and Health & Safety meetings, and to take and distribute minutes where required.
- To organise and oversee the arrangements for meetings and staff functions - book rooms and refreshments, prepare agendas, take minutes, action items and forward plan agenda items as required for the Headteacher and Senior Leadership Group.
- To work in a timely manner on the production of reports, policies, correspondence, emails and presentations for a variety of audiences, staff and stakeholders, including Headteacher's report to Trustees and School Improvement Plan. Liaison with consortium regarding North Herts Headteacher matters.
- To deal with all paperwork relevant to suspensions, sending copy documentation out to agencies and logging suspensions onto the SIMS database, arranging reintegration meetings and liaison with attendance staff.
- To maintain and publish the school calendars and site staff calendar and liaise with external facilities booking company to coordinate use of school premises.

HR

- To organise the recruitment of teaching and support staff to include the placing of advertisements for all vacancies, dealing with enquiries, sending out application packs, arranging interviews and obtaining references.
- Liaise with staff to prepare for interview days and produce packs for staff and candidates.
- Conduct all pre-employment checks for successful candidates and record on the SCR accordingly, flagging any issues to the Director of Finance and Resources to ensure that risk assessments are put in place as needed.
- Initiate staff Prevent Training for new staff and maintain records. Liaise with school DSLs to ensure that safeguarding training is organised for new staff in a timely manner.
- To maintain an accurate Single Central Record in accordance with the latest safeguarding recommendations and guidance from KCSIE/Ofsted and act on the results of audit findings. To liaise with the Reception office staff team to ensure procedures are followed for visitors in relation to safeguarding and SCR requirements.
- Dealing with employment contracts for new staff or changes in existing staff together with other HR letters and correspondence. Coordinate the staff leaving the school including exit interviews.

- Coordinate the staff induction process and ensure that the probation process is managed effectively.
- Liaise with staff regarding maternity/paternity leave ensuring that paperwork completed and passed to HCC payroll as required.
- Ensure staff lists are up to date and reflect the current staffing position.
- To maintain all staff employment files and to organise filing and retention of these in line with school requirements and with recommended good practice.
- To organise the administration of Performance Appraisals for teaching staff and support staff and maintain records of reviews and objectives throughout the year, including the collection and collation of lesson observation paperwork.
- Support with the processing of occupational health referrals.
- Assist in investigations and casework, for example disciplinary, as required by the Headteacher
- To support staff wellbeing activities including annual flu jab coordination, staff fund and staff gift purchases.
- Day to day liaison with all school staff on HR matters.

Administration

- To line manage the Administration and Office Manager and Librarian and have informal daily meetings with them to resolve problems or queries.
- To compile and update rotas and schedules, including those for staff duties, extra-curricular activities, assembly/tutor time, liaising with staff and external visitors to coordinate requirements.
- Work with the Director of Finance and Resources and Clerk to the Trustees to ensure that all school policies are current, formatted and available on the school's website and staff handbook. This will include sending existing policies to staff in a timely manner for update before review at Trustee meetings.
- To be the initial point of contact for all incoming school emails and other communications and respond or follow up as appropriate, overseeing, editing for consistency and quality of content and managing all school letters to include liaison with the Finance department, other staff indirectly involved.
- To take minutes for SLG meetings/staff briefings and distribute . Prepare and distribute emails for daily roundups.
- To maintain the booking system for school halls and meeting rooms, liaise with IT and site staff regarding room booking and requirements and ensure that external bookers are updated on school usage. Ensure all arrangements are in place for meetings led by the Senior Leadership Group and the trustees.

- Administrative oversight of whole school events (some of this activity is delegated) including Carol Service, Founders' Day & Sports Day.
- Participate in school emergencies as required, including coordinating arrangements, locating students and staff, providing contact details and completing necessary documentation.
- To cover team absences when required and support team members with workloads to meet deadlines.
- To ensure all admin holiday tasks are completed whilst the school is closed.

General

- To ensure confidentiality is maintained at all times and to deal with sensitive issues arising from parents, students and staff.
- To make appropriate use of a wide range of up to date technology to support effective working.
- Undertake appropriate training to ensure that skills and knowledge remain up to date

These responsibilities may be amended at any time in the future by the Headteacher in order to respond to the changing demands and needs of the school, national initiatives and statutory legislation.

PA to the Headteacher & HR Officer
Person Specification

Experience

The post holder will be educated to a minimum of A level or have equivalent work experience, and they will be experienced in:

- providing a wide-range of executive support/PA services, with exceptional attention to detail and excellent IT skills
- working with confidential and sensitive information
- working efficiently under pressure and prioritising tasks in a fast-paced environment with frequently changing priorities
- working effectively with others.

Experience of HR, and a form of HR qualification, is desirable but not essential.

Skills

The post holder will:

- have excellent organisational skills including the ability to work independently, plan, prioritise and deliver on both day to day and longer term objectives
- be able to confidently and competently use Microsoft Office software packages. Knowledge of Google Workplace tools will be advantageous
- be able to have excellent communication skills and provide a high level of customer service, communicating clearly and effectively with others, at all levels, both verbally and in writing
- have have effective numeracy, literacy and word processing skills with excellent attention to detail
- be able to present information with a high degree of accuracy and in an appropriate format
- be able to work on numerous activities simultaneously, prioritise their own workload and be able to deliver high quality work to complete work and meet deadlines.

Behaviours

The post holder will:

- be discrete, loyal to the school and to ensure confidentiality with a clear understanding of the sensitive nature of the information you manage
- be able to build and maintain effective working relationships with a wide range of people and work cooperatively with others, as part of a team
- be self-motivated to keep IT and other skills up to date and able to demonstrate a genuine desire to learn new technologies and approaches to work.

Attributes

The successful candidate will need to be able to demonstrate that they:

- are highly motivated and organised and will work proactively
- are able to work effectively both individually and as part of a team, being approachable and empathetic
- can interact well with students and staff
- are punctual, reliable and have the ability to meet deadlines

- have a willingness to learn and a flexibility of approach to problems
- are committed, creative and enthusiastic
- are of smart, professional appearance
- are willing to contribute to the broader life of the school
- have a sense of humour.