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| **JOB DESCRIPTION** |
| **name** |  |
| **job title:** | Headteacher’s PA |
| **grade:** | 7 |  |  |  |
| **hours** | 37 hours term time + 20 days |
| **responsible to:** | Headteacher |
| **job purpose:** | To To provide an efficient and confidential service for the Headteacher and deputies |
| * To provide PA support, including diary monitoring, for the Headteacher and deputy headteachers, ensuring confidentiality at all times.
* To deal initially with all telephone calls that request to speak to the Headteacher.
* To manage all travel / meeting arrangements for the Headteacher.
* To attend and minute SLT Meetings.
* To attend and minute all meetings as directed by the Headteacher.
* To produce the annual college calendar.
* To co-ordinate the organisation of all staff training sessions / meetings.
* To be responsible for the organisation of the college’s annual Passion for Excellence Evening, Open Evening and any other events as needed.
* To manage the recruitment process for all appointments including the advertising of job vacancies both externally and on the college website, collating all application forms for shortlisting and organising all arrangements for the interview day. Ensure references are obtained for all interviews.
* To maintain and keep updated the Single Central Record (SCR).
* To complete all paperwork relating to DBS documents.
* To administer all personnel data on oracle and produce reports as required.
* To monitor and collate information regarding staff absences.
* To keep updated the staff personnel files held in college.
* To support House Leaders and admin staff with the organisation of Parents Evenings.
* To be responsible for the amending and ordering the college bespoke Towards Outstanding exercise books.
* To update the SEF with information provided by SLT.
* To monitor and collate exclusion data on a regular basis.
* To produce the College Towards Outstanding Plan with information provided by SLT and update regularly as required.
* To ensure all college policies are kept updated and reviewed on a regular basis by the governing body as required. Manage the review schedule.
* To manage the smooth running of the appraisal process for all support staff ensuring deadlines are met and relevant documentation is completed by all members of the support staff keeping a copy on file.
* To be responsible for ensuring all relevant Appraisal documentation is completed by all teachers and filed accordingly.
* To be responsible for producing and updating the Staff Handbook.
* To update the college website as needed.
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| **College*** To actively support the college vision and values.
* To work within college policies and procedures.
* To contribute to the provision of an effective environment for learning.
* To support the promotion of positive relationships with parents and outside agencies.
* To attend skill training and participate in personal/performance development as required.
* To take care for their own and other people's health and safety.
* To be aware of the confidential nature of issues.
* To be able to provide cover as necessary within the admin team.
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| **Note:** In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required. |
| Agreed by ………………………………………………………………............................Date ………………………………………………………………........................... |