



Job Description

Job Title:	PA to Senior Leadership Team
Reports to:	Head teacher and Business Support Manager
Grade	£15,985 - £17,814 (£18,000 - £20,138 pro rata)
<p>Role Summary:</p> <p>Provide a consistently high level of customer service to students, staff, families and visitors to the school. Support the school's Senior Leadership team by providing a first class confidential, high quality and timely administrative service which supports the day to day running of the school. Ensure at all times that the school environment remains welcoming and informative by undertaking frequent proactive checks</p>	
<p>Key Job Outcomes</p> <ul style="list-style-type: none"> • Administer on the day cover for absent teachers • Provide a welcoming, customer focussed reception service as required, undertaking the appropriate security checks for all visitors • Provide confidential secretarial, administrative and project support to the Head teacher and members of the Schools Leadership Team • Organise the SLT appointments and diaries • Handle incoming calls in a welcoming, courteous and professional manner • Ensure all messages forwarded to staff are clear and concise and done so in a timely manner • Organise and arrange travel and accommodation including provision of itineraries • Produce Reports, PowerPoint presentations and Excel spread sheets to a high standard • Fields internal and external contacts for the Head and members of the Leadership team making decisions with regard to the importance of the matters ensuring that all issues are dealt with quickly and efficiently • Manage key events on behalf of the School; planning and executing to a high standard, ensuring post event evaluation and record keeping to aid the planning of future events • Plan and manage visits to the school by groups / delegates from other establishments, ensuring the objectives of all parties are fulfilled. • Liaise with employers and sponsors where appropriate 	

PFA is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

- Work with the press, television and radio to promote School news / events / activities and build reputation. Maintain good contacts with the media
- Research, write and distribute press releases / news articles as required
- Maintain the School's profile through the use of a variety of social media including Twitter, Facebook and Instagram.
- Organise content for the bulletin to families and arrange distribution to families, staff and other stakeholders
- Correspond with stakeholders through the provision of high quality letters / e-comms / weekly bulletins as required
- Represent the Head or members of the Leadership team as required
- Administer, arrange and take minutes for meetings as required
- Adopt a proactive approach to ensure the school and relevant documentation is always inspection ready
- Ensure smooth working relationships between student services / Executive Principals PA / SLT / Business support to support the day to day running of the school
- On a daily basis pick up messages from staff in relation to unplanned absence and administer / allocate cover supervisors and where necessary, supply teachers to lessons liaising with agencies as necessary. Ensure this is published to staff in a timely manner
- Other duties as requested by the Senior Leadership team and the Business Support Manager

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation

Qualifications and Experience

1. Advanced levels of Word, PowerPoint and Excel
2. Exemplary communication skills
3. Excellent letter and report writing skills
4. Organisational skills with attention to details as paramount
5. Prioritising and the ability to embrace change
6. Flexibility in both timekeeping and attitude
7. Secretarial qualifications including shorthand
8. Educated to GCSE or equivalent level
9. Secretarial/administrative experience at senior level
10. High level of confidentiality required at all time

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General Accountabilities

- Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.
- Work in compliance with the Codes of Conduct, Regulations and policies of the Parkside Federation, and its commitment to equal opportunities and safeguarding.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

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