



# BEECHWOOD SCHOOL

## Job Description

Our school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

**Post title:**

**PA to Head Teacher**

**Hours of work:**

TBC

**Remuneration:**

Commensurate with experience

**Responsible to:**

Head Teacher

**Main Responsibilities**

- Liaise with the Head Teacher daily regarding events and any actions that need their immediate attention.
- Organise and manage the Head Teacher's diary, arranging appointments when convenient and required.
- Answer telephone calls, transferring them to the Head Teacher when appropriate.
- General office administration.
- Send/receive emails and manage the Head Teacher's inbox in a secure and confidential manner.
- Take minutes at meetings when required.
- Write letters on behalf of the Head Teacher, ensuring they are sent out in a timely and confidential manner.
- To be able to access information for the Head Teacher as necessary and obtain all information required in the support of her work.
- To forward think and plan in advance in support of Head Teacher's workload.
- To assist in preparing monthly Management Information.

**Professional Standards & Development**

- To be a role model to pupils through personal presentation and professional conduct.
- To cover for absent colleagues as is reasonable, fair and equitable.
- To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
- To be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety.
- To establish effective working relationships with professional colleagues and associate staff.

	<ul style="list-style-type: none"> <li>• To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.</li> <li>• To be aware of the role of the Governing Body of the School and to support it in performing its duties.</li> </ul>
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## Person Specification

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	Essential	Desirable	Method of assessment
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• GCSEs A* - C in Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree</li> </ul>	Production of the Applicant's certificates
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Has worked within a busy office environment.</li> <li>• Taking minutes and attending meetings.</li> <li>• Working with confidential information.</li> </ul>	<ul style="list-style-type: none"> <li>• Has worked within a school environment.</li> <li>• Has been a PA previously.</li> </ul>	CV  Interview  Professional references
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills.</li> <li>• Excellent written and verbal communicator.</li> <li>• Competent user of ICT systems.</li> <li>• Build successful and appropriate relationships with pupils, staff, parents, and the wider community.</li> <li>• Confidence, commitment, and integrity.</li> </ul>		CV  Interview  Professional references
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Knowledge of effective administrative processes and systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Recent professional development.</li> <li>• Understanding of Health and Safety requirements.</li> <li>• Understanding of the importance and implementation of safeguarding procedures.</li> </ul>	Contents of the Application Form  Interview  Professional references
<b>Personal competencies and qualities:</b>	<ul style="list-style-type: none"> <li>• Professional and efficient.</li> <li>• Honest and reliable.</li> <li>• Hard working.</li> <li>• Motivational and inspirational.</li> </ul>		Contents of the Application Form  Interview  Professional references