



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: | Full Time, 40 Hours, All Year |
| Remuneration: | £ 28k per annum (commensurate with experience) |
| Responsible to: | Head Teacher |
| Start Date: | Immediate Start Available |
| Main Responsibilities | <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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"> • To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures. • To be aware of the role of the Governing Body of the School and to support it in performing its duties. |
|--|---|

Person Specification

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

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