



PA to Headteacher

JOB DESCRIPTION

RESPONSIBLE TO: The Headteacher

JOB PURPOSE: To be responsible for providing a personal and confidential administrative service to the Headteacher and support the general administrative function of the school

Principal Accountabilities:

- Provide confidential administrative support to the Headteacher, including diary management, correspondence, email
- Act as liaison between the Headteacher, staff, parents and other key stakeholders
- Maintain the school calendar
- Assist in the management of policies ensuring timely reviews
- Proactively support colleagues across the school, as necessary/appropriate, and as directed by SLT (Senior Leadership Team)
- Produce accurate, timely and professional communications for school stakeholders
- Manage and handle data from various sources to produce reports and use data to complete administrative tasks
- Prioritise tasks to support the Headteacher, school operations and procedure
- Answer telephone calls and reception cover as required
- Undertake other administrative duties as directed by line manager and SLT
- Undertake some line management of support staff colleagues.

Confidentiality

- To maintain confidentiality at all times
- To ensure that all documentation is stored and disposed of securely
- To represent the school positively and in a highly professional manner

Ad hoc duties

- Work flexibly, assist in school activities as required



Testbourne Community School

- Be willing to go above and beyond standard hours and job specification for the benefit of the children of Testbourne Community School.
- Operate in accordance with the School's policies and procedures, ensuring compliance with Safeguarding and Health & Safety
- To keep up to date with changes in Education and at Hampshire County Council

Other Information

Equality of Opportunity

- To take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying
- Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, students, parents, carers and visitors

Confidentiality and Data Protection

- To treat all information acquired through employment, both formally and informally, in strict confidence
- Understand the school's responsibilities under the Data Protection Act 2018 (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this

To Contribute as an Effective and Collaborative Member of the School Team

- Any other duties as reasonably required by any manager of the school
- Attend meetings as required and make a positive contribution during meetings
- Attend relevant training

Safeguarding

- Being aware of and complying with policies and procedures relating to safeguarding and reporting all concerns to an appropriate person

General Policies & Procedures

- Being aware of and complying with policies and procedures and in particular health & safety reporting all concerns to an appropriate person
- Awareness of the responsibilities of the Governing Body