JOB DESCRIPTION

Job Title: **Headteacher's PA/Clerk to Finance Committee**

Grade: **7**

Line Manager: **Director of Finance and Resources**

Hours: **37.5 hours per week**

All year round (or term time plus agreed weeks can be negotiated)

(INSET days, first week of the summer holidays and exam results week must be worked)

Primary Purpose and Scope of the Job

The primary function of this role is to ensure high quality secretarial support for the Headteacher including confidential correspondence. This is a role where initiative and flexibility will be essential. The nature of the tasks undertaken will vary depending on the time of year and the issues involved.

WORKING RELATIONSHIPS

All staff
Pupils
Parents/Carers
Outside agencies/visitors
Governors

Key Tasks and Accountabilities

ADMINISTRATION:

- To provide administrative and secretarial support service to the Headteacher including confidential correspondence and other responsibilities appropriate to the post.
- To act as an ambassador for the school and Headteacher in all matters
- Delegated management and operational responsibility of the school's Single Central Record in accordance with OFSTED requirements for Safeguarding and continual updating of the document ensuring complete accuracy.
- Ensure Headteacher's post is opened daily – circulate e-mails and distribute post as necessary.
- Manage Headteacher's diary and ensure effective use is made of the Headteacher's time.
- Responsible for all aspects of staff recruitment from the placing of the advertisement, arranging the interviews, attainment of references, arrangements for the day, organisation of Governor attendance etc. Completion of all relevant paperwork for the successful candidate, including the production of the job offer letter, and Contracts etc. This includes checks on ID, DBS application, Prohibition of Teaching (sole responsibility for access to highly confidential information and website – password protected) etc.
- Line manage the Reprographics Assistant and support with workload and resource management
- Ensure that the general school email is checked throughout the working day and queries directed to appropriate members of staff and holding replies sent out
- During the school holiday period the postholder would be expected to sort the school post and answer the telephone
- Production and issuing of new Contracts as and when amendments to internal staffing occurs.
- Arranging meetings – internal and external (Catholic Partnership, Performance Management for staff, Parents, outside agencies etc.)

- Responsible for the arrangements of all interviews, meetings, visitors or as and when required at key events.
- Ensure new staff are added to SIMS and leavers taken off.
- Preparation of information for SLT to process. Solely responsible for the accuracy of information held ensuring any amendments are acted upon.
- To support the Headteacher in the effective management of all disciplinary and grievance procedures for staff and pupils.
- Responsible for the procurement of a limited range of supplies and stocks for Headteacher use.
- Act as first point of contact in relation to any complaints received referring matters to appropriate members of staff when required.
- To provide, as required, a confidential secretarial service for Senior Leaders and Governors
- Organise and coordinate events/meetings for the Headteacher, Senior Leaders and Governors
- Taking and typing up notes from staff briefings.
- Ensure staffing lists are kept up-to-date and accurate.
- Type and prepare exclusion letters and related administration
- Carry out all duties with due regard to confidentiality and data protection regulations.
- Dealing with and retention of highly confidential paperwork.
- Filing and archiving of personnel paperwork/records
- To carry out other reasonable duties deemed to be within the responsibility of the post as requested by the Headteacher.
- Responding to and resolving unanticipated problems on behalf of the Headteacher.
- Ability to work under pressure, meet deadlines and to work independently without supervision.

GOVERNING BODY:

- To support the Chair of Governors and Governing Body by preparing papers for the Governing Body and Committee meetings ensuring they are sent out in a timely manner.
- Clerk the Finance Committee Meetings (approx. 3 per academic year)
- Maintain filing system to meet audit requirements.
- Undertaking administration work for the Chair of Governors, as and when required.
- Organisation of Governor panel meetings
- Updating school information on GIAS
- Strategic management with sole responsibility for the whole process of both Staff and Parent Governor Elections
- Ensure the Governor database is kept up to date and accurate, including the DfE website
- The post holder will be expected to undertake such other duties as the Headteacher and Director of Finance and Resources may reasonably require.

HEALTH AND SAFETY

All employees are responsible for:

- Compliance with safety rules and procedures as laid down in their area of activity. Ensuring that they take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work.
- Using protective clothing or equipment as may be provided.
- Reporting promptly all sickness, accidents, unsafe working conditions or practices and dangerous occurrences of which they are aware.
- Co-operating with the Headteacher in the fulfilment of the objectives of the school Health and Safety Policies.

This job description is designed to outline the main duties and responsibilities associated with the post but are not intended to be an exhaustive list of all duties performed. It will be reviewed each year and may be subject to modification or amendment at any time after consultation with the post-holder, Director of Finance and Resources, Headteacher/or his representative.

Job Description revised: November 2026

Revised by: Director of Finance and Resources

Postholder:

Signed:……..

Date: ……..