**THE ELTON HIGH SCHOOL**

**JOB DESCRIPTION**

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| **Name:** | | | | |
| **Post Title:** Headteacher’s PA and Clerk to the Governing Body | | | | |
| **Department:** The Elton High School | **Post Grade**: 9 | | **Hours**: 7:30am – 3:30pm (TT + 5 Days) | |
| **Special Conditions of Service**: none | | | | |
| **Purpose and Objective of post:** To provide a wide range of administrative support for the Headteacher | | | | |
| **Accountable to**: Headteacher | | | | |
| **Immediately responsible to**: School Business Manager | | | | |
| **Relationships (Internal and External):** Headteacher, Governors, Teachers, Parents, Students, LA Officers, Supply Staff Agencies and Other Outside Agencies and Schools | | | | |
| Duties/responsibilities:  **PERSONAL ASSISTANT TO HEADTEACHER**  To carry out a wide range of tasks for the Headteacher including:   * To provide support to the Headteacher in the smooth execution of a personal diary of events and organisation for meeting deadlines. * Managing issues of a confidential/sensitive nature for the Headteacher and resolve where possible. * To provide a confidential PA service to the Headteacher undertaking various ICT based tasks including the production of letters, reports, presentations and brochures using various ICT packages. * To be responsible for maintaining records of all documentation relating to Performance Management and Appraisals (i.e. annual reviews, 1:1 reviews, target setting). * To respond independently to correspondence and produce complex and confidential reports, minutes and letters to a high standard. * To be responsible for maintaining a database and files of school policies adopted by the Governing Body and to update as necessary. * To be responsible for making appointments for and to manage the diary of the Headteacher and to collaborate this with the school diary of events. * To collate whole school information and prepare a weekly Staff Bulletin / fortnightly Elton Times. * To organise hospitality/refreshments for all visitors as requested by the Headteacher. * To be responsible for opening, sorting and prioritising the Headteacher’s correspondence and emails together with the main school email account and preparing response/responding on behalf of the Headteacher as required. * To attend meetings and take minutes on behalf of the Headteacher, including weekly Senior Leadership Team meetings (after school on Tuesday’s). * After discussion to draft, as appropriate, outgoing correspondence and school documents that are the direct responsibility of the Headteacher. * To assemble and prepare papers required by the Headteacher to attend meetings, prepare reports, or reply to requests for information. * To be responsible for making all travel/accommodation/course arrangements for the Headteacher. * To be responsible for making telephone calls/arrangements for the Headteacher. * To filter the Headteacher’s incoming telephone calls. * To be responsible for preparing Fixed Term and Permanent Exclusion letters and maintaining accurate records of Fixed Term and Permanent Exclusions, including loading of all exclusions onto student electronic files on SIMS and to submit the corresponding Local Authority documentation within strict deadlines. * To prepare documentation for Student Disciplinary Committee meetings and distribute to relevant parties (for Permanent Exclusions). * Preparation and collation of SLT contributions for the Headteacher’s Report for Termly Governor Meetings.   **STAFF RECRUITMENT**   * To be responsible for the co-ordination of the administration for all staff recruitment including placing adverts and organising school website. * To be responsible for ensuring that all appointment and DBS related documentation is completed, along with safer recruitment searches, and forwarded to the LA in accordance with Safeguarding Children Guidelines. * To be responsible for maintaining confidential staff records and filing system. * To be responsible for maintaining the Single Central Record with DBS information, renewing all DBS’s on a three year rolling programme. * To be responsible for liaising with Governors to attend recruitment panels. * To be responsible for inviting all interview attendees including applying for references and  co-ordinating interview days.   **STAFF PERSONNEL**   * To be responsible for inputting and amending staff records in SIMS (newcomers and leavers) throughout the academic year. * To be responsible for completing and returning a comprehensive range of personnel documentation / returns including contractual amendment forms; pay progression; * To provide advice and guidance to staff on complex personnel issues.   **ATTENDANCE MANAGEMENT**   * To be responsible for accurately recording whole staff absences. * To be responsible for maintaining staff records linked to the Local Authority iTrent system i.e. Sickness and Leave of Absence data. * To be responsible for whole staff attendance monitoring and reporting to the Headteacher and School Business Manager when staff members hit identified triggers, such that return to work interviews and attendance monitoring procedures can be implemented. * To organise Attendance Management meetings. * To be responsible for updating the Single Central Record with supply agency staff DBS information.   **CLERK TO GOVERNING BODY**   * Maintain register of governor membership, terms of office, details of committee membership and link department information, keeping information up to date both internally and externally with DFE / School website / Local Authority. * Organise governor elections as vacancies arise. * Compilation of agendas and supporting papers for distribution to governors to ensure they are received 7-10 days before the meeting. * Make up of meeting packs, ensuring all relevant items are enclosed. * Attend termly governing body meetings and sub-committee meetings (four per term in total); generally, meetings are held in the evening. * Attend ad-hoc governor panel meetings to take minutes, i.e. permanent exclusion meetings or parental complaint meetings. * Take notes of the governing body meetings to prepare minutes, including indicating who is responsible for any agreed action, ensuring all decisions are recorded accurately and objectively. * Type and email minutes of governing body meetings within 7 days of the date of the meeting to the Chair of meeting for checking and marking of relevant items that need reporting back. * Record the attendance and pecuniary / business interests of governors at meetings. * Maintain governor skills audit and training information. * Advise governors on governance legislation and procedural matters where necessary; respond to a range of enquiries, either directly or in more complex cases refer to the Governor Support Service. * Ensure that output and quality of work is of a high standard and complies with current legislation/standards. * Create and distribute Governor termly newsletter. * Development and management of the Governor portal and information contained.   **ADDITIONAL DUTIES INCLUDE:**   * Qualified first aider and administering First Aid (or willingness to undertake training) * Be aware of and comply with school policies and procedures relating to Child Protection, Health and Safety and security, confidentiality and data protection * Contribute to the overall ethos/aims/work of the School * Establish constructive relationships and communicate with other agencies/professionals * Attend and participate in meetings as appropriate * Participate in training and other learning activities as required * Recognise own strengths and areas of expertise and use these to advise and support others | | | | |
| Job Description prepared by: | | Sign: | | Date: |
| Agreed correct by Post holder: | | Sign: | | Date: |
| Agreed correct by Supervisor/Manager: | | Sign: | | Date: |