



Harrytown Catholic High School

Headteacher's PA

Responsible to: School Business Manager

Key Purpose of the Role

- To act as the Personal Assistant to the Headteacher, providing efficient and high service in respect to all matters.
- The postholder has day-to-day responsibility for their own work rate and maintenance of high standards.
- The role is an essential part of the support services provided to the school to ensure the school can provide high quality teaching and learning.

Safeguarding

- To uphold the school's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners.

Key Responsibilities

- Provide administrative support for the Headteacher and members of the Senior Leadership Team as required.
- Maintain the Headteacher's appointment diary, arranging meetings and appointments and informing participants as required.
- Strictly observe the principles of confidentiality.
- Monitor all correspondence (incoming and outgoing), ensuring that the Headteacher is made aware of significant items.
- Prepare replies on behalf of the Headteacher to certain items of correspondence.
- Act as point of contact for pupils, parents, teaching staff and company representatives coming into the school, arranging appointments as necessary.
- To ensure that all documents, reports and other items of information are made available to the Headteacher, when required, for meetings.
- Be responsible for trouble shooting personnel issues and liaison, contact and communication with HR providers.
- Maintenance of all staff confidential, personnel and employment records/files.
- Supporting the completion of the school staff workforce census.
- Responsibility delegated by the Headteacher, for the organisation and secure safekeeping of very high value and sensitive information, critical to the organisation.
- To maintain good relations with pupils, staff and parents in sensitive situations.



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- Manage a Public Relations role with teaching and support staff, parents, pupils, Governors, the community and external agencies with and on behalf of the Head to foster good relationships for the benefit of the school.
- Maintain the Headteacher's filing and record systems to ensure the provision of a quality service for the school.
- Attend meetings and record minutes as requested by the Headteacher.
- Act as a point of contact in respect of any complaints received and refer to appropriate staff.
- Undertake administrative duties related to the Governance of the school.

Recruitment Processes

- Write and review Job Descriptions and Person Specifications. Produce and place advertisements – publications and internet. Manage the interview & recruitment process in line with safer recruitment procedure.
- Responsible for obtaining identification papers, review of references, appropriate right to work and DBS clearance.
- Write letters of appointment, issuing contracts of employment and providing any associated documentation during the employment lifecycle of a member of staff.
- Work with SLT to review and identify staffing needs and notify the Head in a timely manner.

Attendance

- Work with the Cover Manager to ensure all absences are appropriately covered and keep relevant staff informed of staff absence
Manage all personal requests for absence under the guidance of the Headteacher.
- To advise managers on the use of the sickness/absence policy and ensure that early action is taken, including occupational health referrals.
- Ensure all HR policies are adhered to and seek advice from Stockport when needed.
- Prepare paperwork for return-to-work meetings and maintain absence records

Management and Administration

- To ensure that all electronic and manual personnel records are kept appropriately and reviewed as required by legislation and policy.
- To ensure efficient administration services are provided to all stakeholders.



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Communications

- To work with SLT in implementing communications strategies and campaigns.
- To ensure appropriate delegation of home school communications ensuring a professional and consistent manner.
- Update X and the website on a regular basis, quality assuring and monitoring as appropriate.
- Work with SLT in creating and delivering internal communications.
- Ensure effective monitoring of communications.
- Responsibility for the production of a weekly staff bulletin communication

Other specific duties

All Harrytown staff are expected to:

- Promote the vision and ethos of our school.
- Support and contribute to the active safeguarding of our children.
- Work within our policies to ensure a safe environment for all staff, pupils and visitors.
- Ensure equality of opportunity amongst staff, pupils and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive and courteous relations with pupils, parents and colleagues.
- Engage actively in the Catholic life of our school.
- Ensure the confidentiality of all sensitive information.

As part of the conditions of employment, the post holder can be expected to undertake such other duties commensurate with the grade and/or hours of work as required by the Headteacher. These duties are not exhaustive or exclusive and may be varied provided that any other duties are appropriate to the grading level of the post.