

**NB Only complete this questionnaire after referring to the guidance notes.**

|                  |                         |                   |                |
|------------------|-------------------------|-------------------|----------------|
| <b>JOB TITLE</b> | <b>Headteacher's PA</b> | <b>JOB REF NO</b> | <b>AAA5207</b> |
|------------------|-------------------------|-------------------|----------------|

**1 BASIC JOB PURPOSE**

Provide personal assistance, organisation and confidential secretarial support for the Headteacher and Leadership Group to allow them maximum time to devote to the management of the school within the community.

**2 MAIN RESPONSIBILITIES**

| <b>NO</b> |  | <b>APPROX %</b> |
|-----------|--|-----------------|
| <b>1</b>  | Provide a full personal assistance/confidential secretarial service to the Headteacher (including diary, word processing and confidential correspondence) to support them in managing the school   |                 |
| <b>2</b>  | Manage a public relations role with teaching and support staff, parents, students, governors, the community and external agencies with and on behalf of the Headteacher to foster good relationships for the benefit of the school.  |                 |
| <b>3</b>  | Provide a word processing/desktop publishing/typing.excel/powerpoint etc., facility and maintain agreed quality standards for the production of documentation for circulation in school and distribution to parents, pupils and the community to facilitate the effective functioning of the school. |                 |
| <b>4</b>  | Ensuring sufficient first aiders in school and arrange any required training   |                 |
| <b>5</b>  | Maintain computerised personnel records and carry out administration of contracts. Entry into UNIT4 and SIMS.  |                 |
| <b>6</b>  | Development and implementation of HR procedures including inductions and absence recording   |                 |
| <b>7</b>  | Undertake routine duties (eg reception work) as necessary to ensure the provision of a quality service for the school  |                 |
| <b>8</b>  | Maintain Headteacher's filing and record systems to ensure the provision of a quality service for the school   |                 |
| <b>9</b>  | Provide a full recruitment and selection administration service for all staff appointments   |                 |

Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Director/Corporate County Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the County of Cheshire.