Ben Jonson Primary School

## JOB DESCRIPTION

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| **DIRECTORATE:**<br>**Education** | **NAME OF SCHOOL:**<br>**Ben Jonson Primary School** |
| **POST TITLE:**<br>**PA to Headteacher** | **GRADE: Scale 5** |

**RESPONSIBLE TO: Headteacher**

### MAIN PURPOSE OF THE JOB

- To provide high-level, confidential, and proactive administrative support to the Headteacher of Ben Jonson Primary School, a vibrant 3-form entry primary school.
- To act as the primary point of contact for the Headteacher, managing communications, diary commitments, and supporting the smooth running of the Headteacher's office.
- To facilitate effective liaison between the Headteacher, staff, parents, governors, and external agencies.

### Knowledge and Understanding

- Thorough understanding of office administration procedures, ideally within a school environment.
- Familiarity with the organisation, structure, and daily operations of a large primary school.
- Sound awareness of data protection, confidentiality, and safeguarding requirements in schools.
- Proficient knowledge of IT systems, including Microsoft Office (Word, Excel, Outlook) and school management software.

### MAJOR DUTIES AND RESPONSIBILITIES

- Manage the Headteacher's diary, scheduling appointments, meetings, and events efficiently.
- Handle all incoming and outgoing correspondence, ensuring confidentiality and a prompt response.
- Act as a key point of contact for staff, parents, governors, and external stakeholders, ensuring excellent communication at all times.

- Prepare agendas, take minutes, and follow up on actions from meetings as required.
- Support the Headteacher in producing reports, presentations, and key documents.
- Maintain accurate records and files, both paper-based and electronic, in accordance with school and legal requirements.
- Provide administrative support to members of the senior leadership team as directed by the head.
- Organise and coordinate school events as directed by the Headteacher.
- To attend staff and leadership meetings, as appropriate.
- Provide hospitality for meetings as required.

**Other Responsibilities**

- Ensure all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
- Undertake any other duties as directed by the Headteacher, commensurate with the scope and grade of the post.

**Professional Characteristics**

- Demonstrates the highest standards of confidentiality and integrity at all times.
- Exceptional organisational skills and the ability to manage competing priorities under pressure.
- Excellent written and verbal communication skills, with a professional and approachable manner.
- Proactive, flexible, and able to work independently as well as part of a team.
- High attention to detail and accuracy.
- Commitment to promoting and safeguarding the welfare of children.
- Willingness to continually develop professional skills and knowledge.

**PERFORMANCE MANAGEMENT**

Performance management assessment will be based on the responsibilities listed above and judgments will be made against these as part of the school's performance management/appraisal cycle.

**CONDITIONS OF SERVICE**

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

**EQUAL OPPORTUNITY**

To ensure equality of opportunity for all and to oppose strongly any form of discrimination.

**SAFEGUARDING CHILDREN**

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| Ben Jonson Primary School is committed to safeguarding and promoting the welfare of all children and expects all members of staff to share this commitment. |
| The above job description was agreed on …… (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments.<br><br>_____Signed by (Post holder)<br><br>_____Signed by (Headteacher) |

**Persons Specification:** PA to Headteacher

| Criteria | Essential | Desirable |
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| **Qualifications** | GCSEs in English and Maths (Grades A-C) or equivalent qualifications. | Qualification or training in Business Administration or Communications |
| **Experience** | Experience of working in a school environment.<br><br>Previous experience as a PA or administrator, preferably in a school or educational environment<br><br>Experience of managing confidential information<br><br>Experience in organising meetings and events<br><br>Experience of producing meeting minutes and documents of high quality | Working knowledge of the schools information management system, e.g. ARBOR |
| **Knowledge and Skills** | Excellent verbal and written communication skills.<br><br>Strong organisational and time management skills<br><br>Excellent attention to detail.<br><br>Excellent IT skills, including Microsoft Office and school information systems<br><br>Good understanding of safeguarding and data protection requirements in schools | |

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| | Working knowledge of data protection laws and the importance of confidentiality.<br><br>Ability to deal with staff, pupils, parents, visitors and outside agencies in a professional manner.<br><br>Capable of using initiative and taking appropriate action when necessary.<br><br>Ability to work well under pressure in a school environment. | |
| **Personal qualities** | Commitment to acting with integrity, honesty, loyalty and fairness.<br><br>Highly professional and discreet<br><br>Able to maintain professional confidences.<br><br>Friendly, positive, and approachable<br><br>Solid work ethic with a flexible and adaptable approach to work.<br><br>Commitment to upholding the values and ethos of Ben Jonson Primary School | |