

Job Description

Role:	PA to the Headteacher
Grade:	NJC Grade 6 (Points 11-19)
Salary Range:	£27,269 - £31,067 (pro rata) £22,040 - £25,109 Actual Salary pay award pending
Hours:	35 hours per week, term time only plus two INSET days
Start Date:	1 st September 2025
Responsible to:	Headteacher

Job purpose:

To provide secretarial and administrative support for the Headteacher and the academy

Main Duties and Responsibilities:

- To act as PA to the Headteacher
- To produce minutes for the Governors sub-committee meetings
- To facilitate and administer all school admissions and appeals
- To provide admin support to the academy office as required, including census, disciplinaries and exclusions
- Provision of all administrative functions including: answering and distribution of telephone calls, assisting and producing, where applicable, mail merge letters, PowerPoint presentations, inputting data and spreadsheet tasks
- To manage the electronic diary and schedule of appointments for the appropriate senior leaders
- To deal with communications for the Headteacher, including correspondence and telephone calls so that the relevant messages and documents are handled properly and efficiently
- To liaise with external institutions ensuring that communications are accurate and reflect the efficient operation of the academy
- To attend and minute meetings as appropriate
- To ensure documentation for agreed regular meetings is collated and distributed as appropriate
- To maintain efficient, comprehensive filing systems so that documents can be easily retrieved
- To review and maintain administrative procedures to ensure compliance with academy procedures and adherence to data protection legislation
- To arrange refreshments for visitors and meetings as required
- Arrange conference bookings, travel arrangements, course and accommodation for the Headteacher and Senior Leadership Team as required
- To be conversant with the SIMs database and to operate this when required
- To ensure all documentation in relation to exclusions is processed accurately and within the legal timeframe
- To support and contribute to other secretarial functions in the academy as the need arises
- To support occasional evening events as required
- To promote equal opportunities for students and staff
- To line manage Admin staff

Staff Development

- To undertake staff development where appropriate
- To take part in the Academy's Appraisal Process

Deployment of Staff

- To cover reception at lunchtime, after school and periods of absence
- To ensure that appropriate arrangements for cover are made when absent
- To work as part of a team and to ensure effective working relations

Communications

- To ensure familiarity with the Academy's aims and objectives
- To liaise with relevant external bodies as appropriate
- To liaise with parents and carers as appropriate

Marketing and Liaison

- To contribute to the Academy liaison and marketing activities
- To link with external agencies as appropriate

Other

- To complete return to work interviews for specified staff
- To support the aims and objectives of the Academy
- To attend meetings as appropriate
- To carry out duties with due regard to the academy's policies on equal opportunities, health and safety
- To undertake any other duties the Headteacher or their designated alternate may reasonably direct from time to time

Your duties should be discharged in such a manner as to maintain and develop the vision, principles and values of the Trust.

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing organisational needs.

The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our Health and Safety policy.

Person Specification

PA to the Principal

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the criteria.

Experience	Essential	Desirable	Method of Assessment
Experience in an administrative role	✓		Application, Interview
Experience of working in a busy office and minute taking	✓		
Experience of Governance in an educational setting		✓	
Administrative experience in an educational environment		✓	

Skills and Knowledge	Essential	Desirable	Method of Assessment
Proficiency in working with standard office applications such as MS Word, Excel, PowerPoint and Outlook	✓		Application, Interview, Test
The ability to operate a computerised administrative system / database and produce reports from this database / e.g. SIMs	✓		
Excellent attention to detail and a high standard of spelling, punctuation and grammar.	✓		
Excellent organisational and administrative skills and the ability to complete tasks independently within agreed timescales	✓		Application, Interview
High level of literacy/communication skills	✓		
Ability to prioritise, multitask and manage own workload	✓		
Excellent telephone manner	✓		Interview
The ability to maintain quality and organisational procedures	✓		
The ability to recognise and appreciate the confidential nature of work undertaken	✓		

Qualifications	Essential	Desirable	Method of Assessment
GCSE English and Maths, or equivalent, at grade C or above	✓		Application, Interview
A relevant administrative/PA qualification or evidence of formal training.		✓	

Attitude and Impact	Essential	Desirable	Method of Assessment
Positive and enthusiastic	✓		Interview
Flexibility and a readiness to undertake a wide range of tasks	✓		
Smart in appearance and manner	✓		
In sympathy with the ethos of the School, including a commitment to co-operation and helpfulness and a concern for the well-being of others	✓		
A willingness to show flexibility in working arrangements in terms of duties and working patterns to meet emergencies and changes circumstances	✓		
Committed to Equality and Diversity	✓		

Personal	Essential	Desirable	Method of Assessment
Enhanced DBS Clearance; this will follow an initial offer of employment	✓		Pre-employment check