



**Headteacher's PA**

**Chellaston Academy**

**37 hours per week, 44 weeks per year**

**Permanent**

Do you want to make an impact and motivate others within a Multi-Academy Trust learning and teaching environment that is moving forward with exciting times ahead?

QEGSMAT is seeking to appoint an enthusiastic, innovative member of staff who will support the Headteacher at Chellaston Academy. The right candidate needs to be very organised. They will need to be experienced as well as friendly and approachable, working well as part of the team and being confident in communicating effectively in order to get the job done. It is expected that the successful candidate will have prior school office experience.

The role will be expected to provide support during busy periods and organise meetings for the Headteacher, as well as taking phone messages and providing administrative support wherever needed. You will be confident liaising with other staff and parents and will be friendly and approachable as well as professional at all times.

**We offer candidates:**

- Support, mentoring and professional learning appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has a highly successful school, with an aspirational ethos which leads to excellent levels of achievement.
- Staff, students and governors are committed to working together to build a positive learning environment, ensuring continuing success for all students.
- Our core values include hard work and personal courtesy. We firmly believe that the aim of always doing one's best is the key to sustained success.

**The application process:**

At present, we welcome school visits for interested parties, or if you wish to have an informal conversation to discuss the role in more detail, we would be happy to arrange this. Please call 01332 702502.

Further details about our school can be found on our website: [www.chellaston.derby.sch.uk](http://www.chellaston.derby.sch.uk).

QEGSMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check. Further information about our commitment to Safeguarding can be found - <https://www.quegsmat.com/documents/safeguarding>.

To apply for this position please visit [www.quegsmat.com](http://www.quegsmat.com) where you can apply via TES. Alternately, you can contact us at [hr@quegsmat.com](mailto:hr@quegsmat.com).

**Salary:** Scale 5 £22,183 - £24,491 FTE per annum (pro rated £21,143 - £23,342)

**Closing date:** Friday 16<sup>th</sup> July 2021

**Interview date:** 21<sup>st</sup> July 2021

**Start date:** late August 2021



## JOB DESCRIPTION

<b>Post Title:</b>	Headteacher's PA
<b>Responsible to:</b>	Headteacher
<b>Grade:</b>	Scale 5
<b>Weekly Hours:</b>	37 hours per week
<b>Weeks Per Annum:</b>	44
<b>Post Objectives:</b>	To provide an efficient and effective PA support the Headteacher and to support the Academy's efficient operations

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## DUTIES AND RESPONSIBILITIES

- Support the work of the Headteacher, assisting them as required to discharge their role efficiently and effectively;
- Provide an efficient and effective secretarial, organisational and administrative support service to the Headteacher;
- Proactively maintain and monitor the diary of the Headteacher;
- Arrange meetings on behalf of the Headteacher and co-ordinate all practical arrangements, ensuring agendas and supporting papers are distributed accordingly and in good time;
- Ensure the Headteacher is well prepared for meetings, ensuring they are fully briefed and in receipt of relevant papers in good time;
- Attend and accurately minute meetings as required by the Headteacher and distribute these accordingly;
- Arrange travel and, where required, accommodation for the Headteacher;
- Receive visitors to the office, providing hospitality as required;
- Manage the e-mails and communications of the Headteacher;
- Acknowledge and/or deal with correspondence and other issues of an administrative nature as directed by the Headteacher on complex issues, or without direction on less complex issues;
- Receive and make telephone calls on behalf of the Headteacher and deal with general enquiries and redirect calls where necessary;
- Maintain the filing systems of the Headteacher, ensuring documents are well organised and accessible;
- Administer admissions and fixed term and permanent exclusions;
- Maintain the academy's calendar of events and activities;
- Support the organisation of significant school events as required by the Headteacher;

- Maintain the academy's SEF, Action Plan and Pupil Premium Strategy on behalf of the Headteacher;
- Seek out, gather and present information to the Headteacher as requested;
- Carry out specific projects and research as directed by the Headteacher;
- Contribute to effective working and collaboration by ensuring effective communication between the Headteacher, their teams and the QEGSMAT;
- Line Management of staff;
- Co-ordinate recruitment processes in consultation with QEGSMAT and the Headteacher.

## **METHODS OF WORKING**

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Child Protection;
- Understand and comply with the Trust's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the Trust's Appraisal Policy and professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



**QEGSMAT**

**PERSON SPECIFICATION**

	Essential	Desirable	Evidence
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths A* - C or equivalent</li> <li>Level 3 Word Processing qualification or equivalent</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Excellent telephone manner</li> <li>Excellent organisational skills/meticulously maintain up to date filing systems</li> <li>Ability to prioritise workload and manage conflicting priorities</li> <li>Ability to communicate effectively with a range of people including staff, pupils, parents, visitors and governors both written and verbally</li> <li>Ability to act proactively with a confident approach</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a secondary school</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Selection process</li> <li>References</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Office skills/clerical and secretarial work.</li> <li>High level of ICT skills and experience of all Microsoft Office Suite applications</li> <li>Working quickly and accurately to deadlines</li> <li>Ability to maintain confidentiality at all times</li> <li>Effectively manage an electronic diary</li> </ul>	<ul style="list-style-type: none"> <li>Previous work as PA in an educational establishment /complex organisation and/or at Director level</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Selection process</li> <li>References</li> </ul>

<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Ability to work flexibly in order to meet the demands of the job.</li> <li>• Enthusiastic, hardworking and assertive</li> <li>• Excellent attendance and timekeeping record</li> <li>• Meet deadlines and respond to unplanned situations</li> <li>• Ability to work as part of a team and on own initiative</li> <li>• Self-motivating with the ability to multitask</li> <li>• Commitment to the highest standards of child protection</li> <li>• Recognition of the importance of personal responsibility for Health and Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Desire to enhance and develop skills and knowledge through Continuous professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection process</li> <li>• References</li> </ul>
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PRINT NAME

SIGNATURE

DATE