



## PA to Headteacher

**Queen Elizabeth's Grammar School**

**Maternity cover**

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

**Scale 5 £24,496 - £26,845 FTE (£18,678 - £20,469 pro rata)**

QEGSMAT are seeking to appoint an enthusiastic PA to Headteacher to join our hardworking and high achieving team at Queen Elizabeth's Grammar School Ashbourne Academy.

The ethos and values of Queen Elizabeth's Grammar School are important to the staff, students, and local community; the successful candidate will promote and adhere to these values.

Queen Elizabeth's Grammar School Ashbourne Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce create exceptional results; they transform lives and transform futures. They support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

### Why work for us?

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.4% for Derbyshire support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

Please be aware, the School/Trust may also consider performing an online presence check as part of their pre-employment checks.

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call Natalie Jones on 01335 343685. Further details about our school can be found on our website: <https://www.queenelizabeths.derbyshire.sch.uk/>

To apply for this position, please visit our Trust Website (<https://www.qegsmat.com/current-vacancies/>) where you can apply via TES.

**Closing date:** Sunday 4<sup>th</sup> June 2023 @ 23.59hrs

**Interview date:** Monday 12<sup>th</sup> June 2023

**Salary:** Scale 5, point 12 – 17, FTE £24,496 - £26,845 FTE (£18,678 - £20,469 pro rata)

**Start date:** w/c 26<sup>th</sup> June 2023 or ASAP



## JOB DESCRIPTION

<b>Post Title:</b>	PA to Headteacher
<b>Responsible to:</b>	Headteacher
<b>Grade:</b>	Scale 5
<b>Weekly Hours:</b>	29.6 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 Student Services team and Reprographics;
- 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.



**PERSON SPECIFICATION**

**Headteacher's PA**

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<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> </ul>	<ul style="list-style-type: none"> <li>Desire to enhance and develop skills and knowledge through Continuous</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Selection process</li> <li>References</li> </ul>

	<ul style="list-style-type: none"><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 multi task</li><li>• Commitment to the highest standards of child protection</li><li>• Recognition of the importance of personal responsibility for Health &amp; Safety</li></ul>	Professional Development	
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PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_