



<b>JOB TITLE:</b>	<b>PA to the Headteacher</b>
<b>CONTRACT TYPE:</b>	Full time Permanent
<b>ACCOUNTABLE TO:</b>	Headteacher
<b>GRADE:</b>	SO1 £28,226 - £30,095
<b>THE ROLE:</b>	To provide professional administrative support to the Headteacher and leadership team, including confidential administration, calendar management, liaising with visitors and external agencies, maintenance of various information management systems, filing, email and telephone communications. Additionally, the postholder will have some specific, HR and safeguarding related duties to facilitate safer recruitment activity and employment checks.
<b>General Expectations:</b>	<p>Staff will:</p> <ul style="list-style-type: none"> <li>• Contribute effectively to the work of the school and to the achievement of the Academy improvement priorities.</li> <li>• Be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection and Safeguarding, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.</li> <li>• Uphold our commitment to safeguarding and to promote the wellbeing of children.</li> <li>• Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage staff and students to follow this example.</li> <li>• Follow school policy regarding safeguarding, care, support and supervision of students.</li> <li>• Attend training and development activities and courses, ensuring continuing, personal and professional development.</li> <li>• Contribute to a welcoming school culture by promoting mutual respect for all.</li> <li>• Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.</li> <li>• Work as a team member.</li> <li>• Act as a role model to students in speech, dress, behaviour and attitude.</li> <li>• Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health &amp; Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality &amp; Diversity, Confidentiality and Induction.</li> </ul>



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- Key accountabilities:**
- To support with recruitment processes, working with others to draft, agree and publish adverts, post vacancies with associated documentation, receive and process applications, send for references and assist with the organisation of interviews
  - To hold specific responsibility for maintaining the single central record and undertaking the necessary safeguarding checks for all staff / volunteers / contractors etc.
  - To create starter packs / HR Files for new starters, linking recruitment activity through to HR starter processes
  - To provide confidential administrative support to the Headteacher and the Senior Leadership Team, plus FTB as required
  - To assist with HR/payroll administration including filing
  - To assist with data checking sheets for staff and assist updating school management systems
  - To make travel arrangements for courses and external conferences for the Headteacher
  - To undertake recruitment activity (references, and setting up of interviews – booking of hospitality/rooms as outlined above)
  - To provide administration for Parent Pay and other systems
  - To work as part of the Senior Leadership Team to provide confidential administrative support to the Headteacher and the Senior Leadership Team as required
  - To provide specific support to the Headteacher by way of:
    - assisting with diary management
    - assisting with booking transport / accommodation
    - receiving calls and dealing with enquiries, signposting people to the relevant member of staff where this is not the Headteacher
    - supporting with preparation and materials for meetings, including trustee meetings
    - draft and typing correspondence and confidential reports and references
  - Collating and preparing paperwork in connection with suspensions and exclusions
  - To coordinate a schedule of policy revision and renewal
  - To participate in training as appropriate
  - To support with staff absence procedures
  - To provide administrative support with risk, audit and compliance activity
  - To triage, signpost and support enquiries from students, staff and parents as the need arises
  - To assist with student first aid and welfare duties
  - To produce lists, information and data as required, for example, students' data and to maintain and collate student reports.
  - To operate relevant equipment and ICT packages (for example Microsoft Office: word, excel, databases, email, internet)
  - To provide cover for other administrative colleagues when required
  - To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
  - To be aware of and support equality, diversity and inclusion
  - To contribute to the overall values and ethos of the academy.
  - To undertake general duties and student supervision if required
  - To attend and participate in relevant meetings as required.
  - Help to identify own personal development needs and to participate in training and other learning activities and performance development as required
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**Other:**

- The postholder will be subject to performance objectives, which will be agreed and reviewed annually.
- The postholder is expected to carry out such other duties (commensurate with the post) as may reasonably be assigned by the Headteacher.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this post is expected to work within the policies, ethos and aims of the Academy.

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**Notes**

This document is an overview of the role. The responsibilities will include but are not limited to those listed above and it is anticipated that the role will evolve over time and the duties may change.

This document does not form part of your contract of employment.

**Safeguarding**

This post will have contact with children and as such a satisfactory Enhanced disclosure form the Disclosure and Barring service (DBS) is a required condition of employment.

“Biddick Academy, as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf”.

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