



JOB DESCRIPTION

POST HOLDER	PA to Senior Leadership Team
RESPONSIBLE TO	Headteacher / CEO
DETAILS OF POST	NJC Grade SO1, 37 hours per week term time only plus 5 additional days Actual salary £23,192 - £24,726
JOB PURPOSE	<ul style="list-style-type: none"> To provide an effective and high level of administrative support to the Headteacher / CEO and Senior Leadership Team Act as stand-in Clerk to the academy council as and when required
MAIN DUTIES / KEY TASKS	<p>PA Support</p> <ul style="list-style-type: none"> Co-ordinate the Headteacher's diary, ensuring that adequate preparations are made for all meetings Field confidential telephone calls and e-mails on behalf of the Headteacher Liaison with parents by phone, email and face-to-face with tact and sensitivity as appropriate Liaise with external groups e.g. Diocese, COLDS, local community and Parishes Maintain the school diary in liaison with the Deputy Headteacher Support SLT with S48, Ofsted, CERTA and internal school reviews Support SLT with a range of administrative tasks as required Produce and maintain the school calendar, duty team rotas, Acts of Worship schedules in conjunction with Deputy Headteacher School prospectus, displays, posters etc. Undertake administrative tasks as required by SLT and minute senior staff meetings and follow up actions as appropriate Oversee the production of weekly staff bulletin and parents letter Maintain appropriate filing systems and disseminate and distribute SLT post Liaise with press, act as first point of contact for fielding press interest and deal with publicity ensuring suitable photo coverage Support the emergency on call system to ensure a member of SLT attends as required Management of school policy and procedures Recording of complaints and grievances at school level <p>Other</p> <ul style="list-style-type: none"> Managing contract to ensure website compliance/appropriate content/update of school and Trust website Act as a Fire Marshall <p>There may be a need to occasionally work outside of school hours and off school premises, as required by the school.</p>

	The above is not exhaustive and the post holder is expected to carry out other additional tasks as reasonably expected and required.	
OTHER RESPONSIBILITIES	<ul style="list-style-type: none"> • Carry out pupil supervisory duties during the lunchtime period in accordance with the school rota • To undertake First Aid at Work training and act as a First Aider • Assist with / attend school trips, visits and out of school activities as required to supervise pupils • To undertake invigilation duties as required • Contribute to the Catholic ethos of the school • Comply with the school's approved policies and procedures • Participate in and support the school's performance management process and attend any relevant training • There may be a requirement to undertake statutory training and to be paid overtime outside of normal school hours on occasion with due notice. • <i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required</i> 	
<p>VARIATION IN ROLE</p> <p>Given the dynamic nature of the role and structure of St. Mary's Menston, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.</p>		
Signed:	Date:	
Name:		