



Job Description

JOB TITLE	Executive PA
JOB FAMILY	Office Admin
PHASE	Secondary
HOURS	Full Time / 40 weeks per annum
REPORTING TO	Headteacher

Job Purpose

- To provide confidential executive assistant and administrative support to the Headteacher.
- To take the lead on administration in respect of recruitment, HR record keeping, HR documentation.
- Manage the Single Central Record.
- Quality assurance of Academy documentation.

Duties and Responsibilities

Personal Assistant to the Headteacher

- Management of the Headteacher's diary.
- Acting as a first point of contact within the Academy for staff, governors, officers, parents and others seeking contact with the Headteacher, ensuring that visitors and callers receive a professional welcome.
- All correspondence and typing from the Headteacher.
- Providing clerical and administrative support to the Headteacher, including drafting papers/reports/presentations, research and collating information, filing, photocopying.
- Management of all telephone and in-person enquires to the Headteacher– screening calls, resolving issues with sensitivity and confidence, using initiative as required and referring on as necessary.
- Attending all meetings where relevant, or requested by the Headteacher, taking accurate and concise minutes and co-ordinating action points.
- Occasional evening work to minute meetings.
- Ensuring a reliable filing system is kept up to date and secure.
- Handling all sensitive and confidential matters with discretion.
- To liaise with outside agencies on behalf of the Headteacher, as directed.
- Mange light refreshments for Headteacher meetings and for the Headteacher.
- Support the Headteacher by undertaking any other reasonable task requested.



Recruitment/HR Administration

- Responsible for advertising all teaching and support posts.
- Keeping a file for each post advertised and dealing with applications.
- Overseeing the documentation for all new staff and volunteers, including all relevant DBS and safeguarding checks, salary scale, contracts and Job Descriptions.
- Maintaining the Academy's Single Central Record.
- Creating and maintaining all personnel files and ensuring these comply with TSAT guidelines, safeguarding requirements and that they are up to date.
- Inputting information onto the HR platform and checking that this is acted upon accurately and in accordance with the SLA.
- Minute formal meetings with staff when required.

Working with colleagues and other relevant professionals

- To work with colleagues to achieve school objectives and targets.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school.
- Ensure that pupils work together positively and co-operatively, with good behaviour in line with the school's policy and procedures.
- Encourage and promote the social and emotional development of pupils.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's professional growth procedures.
- Attend meetings and training sessions as required.

Personal and professional conduct



- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity

Other Areas of Responsibility at Plymouth High School for Girls

Office & Administration Duties

- Maintaining the school complaints records for stage 2 complaints and above. Ensuring the complaints policy is being followed at all times and sending / recording all communications and distributing records accordingly.
- Accurately create / record and distribute all documentation relating to all student suspensions and exclusions.
- Termly completion of staffing updates and data for the AAB.
- Create / complete and distribute school Appeal's Statements to internal and external parties. Collating the required information from multiple sources to create the appeals packs for the formal hearings with the Local Authority.
- Create and maintain the whole staff training spreadsheet, working with the DSL, GDPR Lead and Central Safeguard team to ensure all mandatory training for staff is up to date.
- Along with the Headteacher be responsible for ensuring a high standard of quality and accuracy in all documents produced.
- Support and be the main point of contact for the PTFA.
- Organise all arrangements for meetings as required including logistics and catering.
- Maintain/Create an accurate and comprehensive filing systems personal to the Headteacher.
- Assist with the preparation and collation of paperwork and data for OFSTED inspections, and other school documents and reports prepared by the Headteacher or members of the leadership team.
- To work with SLT to produce the 2x annual school digital calendar and amend accordingly throughout the year. Link the events calendar to the school website and link the staff calendar to staff outlook calendars.
- Ensure the annual information documents are updated, curriculum booklets and Student Leadership booklets.



- To support senior student leadership teams (Head Student Team and Earth Alliance Group) with their work and organisation and oversee the development of their leadership booklets and assembly planning.
- Support the 11+ Coordinator on the 11+ days; registering candidates and invigilating.
- To liaise with the Clerk to Governors to ensure that the documents are updated and disseminated by the Headteacher.
- To assist with the organisation of school events, to include awards and presentation evenings and being responsible for school/award winners' trophies being engraved appropriately and returned by recipients for display in school.
- To be responsible for own continuing self-development, undertaking training as appropriate.
- Undertake and keep up to date with all relevant software training.
- Keep updated with policy changes / regulations / legislation and procedures, and advising Senior Leaders as appropriate.

Recruitment

- Create / update the School Induction booklet and share with new starters and central teams.
- Create / update the new starter school check sheet.
- Organise and create the schedules for all new starter school inductions.

HR Duties

- Ensure variations to contracts are raised and are accurately distributed.
- Reviewing the annual establishment report and reporting anomalies to the central HR Team.
- Distributing and checking the annual pay salary review statements
- Organisation of the school Long Service awards, ensuring the data held by HR is correct and the relevant awards are distributed.
- Updating the Wellbee platform with new staff and removal of staff who have left.
- Closing down personnel files of staff that have left, ensuring GDPR guidelines are followed and documents destroyed in accordance with the Government guidance.
- Checking of the whole school census.

Website / Social Media and Marketing



- Create the half termly school newsletter and distribute to parents and staff.
- Lead on the production and posting of material to the school website and social media channels.
- Take / edit and upload imagery content to website continuously throughout the year.
- Update / edit all aspects of the website accordingly to ensure it remains 100% current.
- Raise / manage ticket system with website provider for problems / issues and coded change requests.
- Liaise with School Teams and Central Teams to update and oversee the school prospectus, including produce & edit imagery content.
- Be proficient at Adobe Photoshop and Canva.
- Be responsible for promoting the school via social media and Trust platforms
- Provide the end of term slide show of all social media/event photographs.
- Create the marketing slide shows to showcase the school in the main reception and during all school events.
- Update / create school maps for use in induction pack and bespoke maps for all school events.
- Weekly meetings with Thinking Creative to set school marketing objectives and ensure the school is meeting their marketing milestones.
- Monitoring of social media platforms and reporting unauthorised content using the relevant company processes.

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at Plymouth High School for Girls. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.



Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining



awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.

Data Protection

- **Ensure confidentiality of personal data at all times by sharing, processing, obtaining and advising on data in line with Trust Data Protection policies and procedures. Having due regard for the high level of personal and special category data processed within your role.**
- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of an Executive PA

Name:

Signed:

Date: