**Calday Grange Grammar School  
Job Description** 

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| PA to Headteacher incorporating Company Secretary and HR Administrative support | |
| Scale | Pay Band H - pt.25 to pt.28 (£31,144 - £35,397) |
| Accountable to: | Headteacher |
| Responsible for: | N/A |
| **Job Purpose:** | |
| **PA to the Headteacher**  To provide a professional and efficient secretarial/administrative service for the Headteacher and, where appropriate, Senior Leadership Team. The post holder will also work flexibly in order to take responsibility for undertaking complex administrative and organisational processes within the school.  **Company Secretary Support**  To provide administrative support to the company secretary regarding company house filings. | |
| **Principal Duties and Responsibilities:** | |
| **PA to Headteacher**   * To provide a high standard of administrative and management support for the Headteacher, dealing with all administrative affairs, queries and correspondence both internal and external with little or no guidance using a degree of judgement, tact and confidentiality. * Management of the Headteacher’s diary to ensure that their time is managed efficiently and effectively, in the face of competing demands and tight deadlines. * Assist the Headteacher in their external wider role commitments providing administrative support (organising work with other schools). * To respond and manage contact from a wide range of stakeholders both internal and external, deciding how to screen, delegate or handle enquiries effectively in accordance with school policies and procedures. * To co-ordinate, prepare documentation and take accurate minutes at key internal and external meetings. * Prepare the agenda and minutes for the Senior Leadership Team meetings. * Undertake specific projects as directed by the Headteacher or members of the Senior Leadership team (by agreement of Headteacher). * Communicating effectively, both orally and in writing, with a variety of stakeholders including the Department for Education, Local Authority, Governors, parents, outside agencies and the local community. * Be the main point of contact between the Headteacher and Governing Body. * To maintain and co-ordinate the school’s complaints procedure ensuring that complaints are dealt with in a timely manner and accurate records are kept in accordance with the retention policy. * Read designated documentation for the Headteacher, summarising key points accordingly. | |
| **Support for the School**   * Support the overall ethos of the school as expressed through the schools Mission Statement, supporting after school events as and when required. * Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality, data protection, copyright etc, reporting all concerns to a line manager. * Be aware of, and support, difference and ensure equal opportunities for all. * Contribute to the overall aims of the school. * Undertake any duties, which may be reasonably regarded as within the nature of the responsibilities/grade of the post as defined. | |

Date approved: March 2025

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| **Disclosure** |
| The Governing Body is committed to safeguarding and promoting the welfare of students and the highest priority is given to this following the guidance and regulations of safeguarding.  The post holder is subject to Enhanced Disclosure from the Disclosure Barring Service and any other statutorily required clearance. |
| **Other** |
| * This appointment is with the Governors of the school under the terms of a contract signed with the Governors as employers. It is subject to the current conditions of service applicable for this post and other current education and employment legislation. * All employees of Calday Grange Grammar School have a responsibility to comply with policies and procedures relating to the safeguarding of students, child protection, health, safety, confidentiality, internet acceptable use (including social networking) and data protection. * All employees are expected to be flexible in undertaking their duties and meeting their responsibilities. Staff are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description. * The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for disabled members of staff or continued employment for any member of staff who develops a disabling condition. * This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade. |