

Upper Shirley High School  
Bellemoor Road  
Southampton SO15 7QU  
Co-ed Comprehensive (11-16)  
Tel: 023 8032 5333

**Role:** Headteacher's PA  
**Weekly Hours:** 30 hours per week over four days (Monday, Tuesday, Thursday and Friday)  
**Working Weeks:** Term time plus one week (additional working days to be agreed with the Headteacher)  
**Grade:** 7  
**Actual Salary:** £16,672 - £19,715 (Depending on experience)  
**Start date:** As soon as possible

***Our vision: Upper Shirley High School is the place where all individuals are challenged to achieve; where we are distinguished as leaders of learning and the passion of our people transforms futures.***

We wish to appoint an exceptional PA who will assist Mr Woods in leading USH through its next phase of development. The role will require you to take responsibility for administrative, secretarial and organisational support.

About the role: we are looking for someone who has experience of:

- providing a first-class and proactive PA support function at a senior level, preferably in an educational environment
- supporting a leader in a high-functioning (and fast paced) context
- comprehensive administrative support including diary and inbox management
- acting as a main point of contact for stakeholders in communications to the Headteacher
- a commitment to the vision and values of an organisation.

About you: we are looking for someone who:

- is able to present themselves professionally and communicate with clarity and precision
- is able to deal with sensitive information with tact and discretion
- is proactive, confident and reliable, with excellent communication skills
- is able to work to tight deadlines, managing and prioritising time effectively
- has advanced skills with the MS Office programs (specifically including touch-typing for efficient minute-taking)
- has a first-rate attention to detail (including an sound ability to proof read)
- has high expectations in terms of their own performance
- can work well with children.

### **Is this you?**

It is an exciting time to join Upper Shirley High School which is over-subscribed and expanding. If you like a challenge and are passionate about what you do, we'd like to hear from you.

A full job description and application form can be downloaded from our website [www.ushschool.org](http://www.ushschool.org) under the 'Staff' section.

Closing date: Midday on Thursday 7<sup>th</sup> December  
Interview date: Wednesday 13<sup>th</sup> December

*Our school is committed to safeguarding and promoting the welfare of children and an enhanced DBS will be required for this post*

## Job Description

POST TITLE:	PA to Headteacher
GRADE:	Grade 7
WEEKLY HOURS:	30 hours per week over four days (Monday, Tuesday, Thursday and Friday)
WORKING WEEKS:	Term time plus one week (additional working days to be agreed with the Headteacher)
ACCOUNTABLE TO:	Headteacher and Business Manager

### **PURPOSE OF THE JOB**

- To provide secretarial and administrative support to the Headteacher and the Leadership team
- To take a leading role in key areas of work, or undertake specific projects, as required by the Headteacher

### **KEY ACCOUNTABILITIES**

1. To provide a full secretarial service to the Headteacher, including:
  - a. Word processing a range of correspondence and other documents, some of which may be confidential
  - b. Maintaining the Headteacher's diary and arranging appointments
  - c. Managing the Headteacher's incoming and outgoing mail and email
  - d. Attending meetings and producing minutes as required
2. To carry out general administrative duties, including filing, photocopying and record keeping;
3. To provide the first point of contact for enquiries to the Headteacher, whether in person, by phone or by email and to deal with straightforward issues on the Headteacher's behalf;
4. To welcome the Headteacher's guests and visitors and to provide hospitality;
5. To provide a confidential administrative support service to members of the Leadership Team as required;
6. To undertake specific projects, on behalf of the Headteacher, as may be required from time to time;
7. To collate and co-ordinate the production of school documents, which may include the Prospectus, Policy documents etc;
8. To oversee and arrange school events, which may include open evenings and presentation evenings;
9. To act as main point of contact for the Local Authority and the DfE and to be responsible for providing information/returns as required;
10. To deal with complaints, in accordance with the school's Complaints Procedure;

11. To assist with recruitment procedures, including drafting advertisements and collating job packs;
12. Supporting the school's safeguarding procedures. Working alongside the HR Officer and Business Manager to ensure the Single Central Register is up to date and accurate, and contains all required information for people within the school
13. To liaise with a variety of agencies and organisations, as required, on behalf of the Headteacher or members of the Leadership team;
14. To be the key point of contact for press enquiries and any general information requests about the school.
15. To carry out lunchtime and break time duties as directed.

### **SUPPORTING THE SCHOOL**

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

### **OTHER DUTIES**

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

- Ensure that trust policies and procedures are implemented and followed;
- Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety

**POST: PA TO HEADTEACHER – GRADE 7**

<b>SKILLS/ ABILITY/ EXPERIENCE</b>	<b>TO DO WHAT?</b>	<b>HOW WELL? NOW OR WITH TRAINING?</b>	<b>HOW IMPORTANT AT THE TIME OF APPOINTMENT?</b>
<p><b><u>KNOWLEDGE</u></b></p> <p>A good understanding of school administration and several years' practical experience in a high level PA or secretarial role</p> <p>English and Maths to GCSE Grade C or equivalent, together with a relevant qualification at NVQ Level 3 or equivalent</p> <p>PA/secretarial qualification (e.g. RSA III or equivalent)</p>	<p>To effectively undertake a range of PA/secretarial and administrative tasks</p> <p>To demonstrate a good level of numeracy and literacy</p> <p>To provide the practical knowledge and theoretical context for school administration</p>	<p>Now – training given in specific school systems and processes</p> <p>Now</p> <p>Now</p>	<p>5</p> <p>5</p> <p>5</p>
<p><b><u>MENTAL SKILLS</u></b></p> <p>Ability to solve problems and use own judgement, within the scope of the school's defined policies and procedures</p>	<p>To deal with issues, complaints and problems on the Headteacher's behalf</p>	<p>Now</p>	<p>5</p>
<p><b><u>INTERPERSONAL &amp; COMMUNICATION SKILLS</u></b></p> <p>Ability to communicate effectively to a range of audiences, including senior management, through excellent written and oral communication skills</p>	<p>To receive visitors, answer the telephone and to develop and maintain effective working relationships with colleagues, pupils and 'partners' of the school (Parents, Governors, Visitors etc)</p> <p>To liaise with a variety of outside bodies and agencies as required</p> <p>To draft a variety of documents</p>	<p>Now</p>	<p>5</p>
<p><b><u>PHYSICAL SKILLS</u></b></p> <p>Word processing qualification to RSA III or equivalent</p>	<p>To produce documentation and correspondence and to operate a variety of computer systems</p>	<p>Desirable</p>	<p>4</p>

**POST: PA TO HEADTEACHER – GRADE 7**

<b>SKILLS/ ABILITY/ EXPERIENCE</b>	<b>TO DO WHAT?</b>	<b>HOW WELL? NOW OR WITH TRAINING?</b>	<b>HOW IMPORTANT AT THE TIME OF APPOINTMENT?</b>
<p><b><u>INITIATIVE &amp; INDEPENDENCE</u></b></p> <p>To work on own initiative</p> <p>Work planning skills</p>	<p>To work alone in the office as required and to deal with unanticipated problems and issues</p> <p>To plan &amp; organise own workload and that of any subordinate staff</p>	<p>Now</p> <p>With support</p>	<p>5</p> <p>4</p>
<p><b><u>PHYSICAL DEMANDS</u></b></p> <p>None</p>			
<p><b><u>MENTAL DEMANDS</u></b></p> <p>Ability to concentrate for short /medium periods of time</p> <p>Ability to be flexible and cope with interruptions in workload</p>	<p>To take minutes at meetings</p> <p>To draft documentation and arrange events etc</p> <p>To deal with enquiries and urgent work requests from the Headteacher and members of the Leadership team</p>	<p>Now</p> <p>Now</p>	<p>4</p> <p>5</p>
<p><b><u>EMOTIONAL DEMANDS</u></b></p> <p>Occasional</p>			
<p><b><u>RESPONSIBILITY FOR PEOPLE</u></b></p> <p>Understanding of key safeguarding issues and procedures</p>	<p>To ensure correct reporting and monitoring of any safeguarding issues arising across the school;</p> <p>To maintain appropriate levels of confidentiality and data security in respect of personal/pupil/colleague information</p>	<p>Awareness of the sensitivity of these issues now. Training in school procedures given</p>	<p>5</p>
<p><b><u>RESPONSIBILITY FOR SUPERVISION</u></b></p> <p>Supervisory skills</p>	<p>To plan, prioritise and supervise the work of staff allocated to the postholder, providing guidance and support as required</p>	<p>With support</p>	<p>3</p>
<p><b><u>FINANCIAL RESPONSIBILITY</u></b></p>			

**POST: PA TO HEADTEACHER – GRADE 7**

<b>SKILLS/ ABILITY/ EXPERIENCE</b>	<b>TO DO WHAT?</b>	<b>HOW WELL? NOW OR WITH TRAINING?</b>	<b>HOW IMPORTANT AT THE TIME OF APPOINTMENT?</b>
None			
<u><b>RESPONSIBILITY FOR PHYSICAL RESOURCES</b></u>  Ability/experience in using office computer systems (e.g. MS Word, Excel etc) and school computer systems (SIMS, TUCASI etc)	To produce documentation, interrogate systems and analyse data	IT skills now. Specific training will be given in school systems if required	5