

PA to Co-Headteachers

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Reminders

The closing date for this post is **9.00am on Tuesday 17 December 2024**.



About

The Post

We are seeking an enthusiastic and highly capable person as the PA to the Co-Headteachers. This is a full-time permanent post, term time only, plus three weeks. This is an exciting opportunity to work as direct support for the determined and successful Senior Leadership Team. The role also includes line managing the main office, full details can be seen in the job description.

You will ensure that the school receives excellent administrative support and be a motivated individual committed to working collaboratively. We are looking for someone who takes pride in their work and who will therefore ultimately contribute to our students' success. You will be joining a friendly, supportive and open culture in which all staff can develop and thrive. You will be accountable to the Co-Headteachers.

The Support Staff

The key aim for all of our staff is to provide an excellent education across all subjects and across the age and ability profile. We are committed to developing the abilities, skills and attributes of all our students, allowing them to work towards and achieve their maximum potential. The team of support staff play a critical role in the school and contribute greatly to creating an environment where expectations are high and all our students and staff can be successful.

The Role

This post is a key appointment and is to ensure that we the Co-Headteachers are supported in running an effective and efficient school. The person will contribute to ensuring the school is a welcoming establishment, so that our students and staff can work in the best possible learning and teaching environment. The work will require the post-holder to work as part of an administrative team and as part of the wider school support staff team. The person will have a number of key roles as outlined in the job description. The supporting administration work for the Co-Headteachers will form the basis of the work every day.

Applying

HOW TO APPLY

You must complete our Support Staff application form from the school website, ensuring that all sections are fully completed.

The application will include a supporting statement, which should demonstrate how your qualifications and experience make you a good candidate for the post.

SENDING YOUR APPLICATION

If completing the application form, please address your application to the HR Manager, Miss Prem George. You may submit applications:

- by email to school@isleworthsyon.org (with a subject line of 'Job Application: PA to the Co-Headteachers'); or
- by post to: Isleworth & Syon School, Ridgeway Road, Isleworth, Middlesex, TW7 5LJ.

Applications must be received by **9.00am on Tuesday 17 December**. Early application is encouraged. Interviews are scheduled for the week commencing 6 January 2025.

Rehabilitation of Offenders Act 1974 (Exceptions)

Isleworth & Syon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This Act requires applicants for employment concerned with the provision to persons under the age of 18 of schooling, supervision, training or recreational facilities which allows access to children and young people, to disclose all their previous criminal convictions whether "spent" or "unspent", bind-over orders and cautions, as defined within the Act. The successful applicant will be subject to an Enhanced DBS check, references and other pre- and post-employment checks.

In addition, if shortlisted, we will undertake online searches to ensure the suitability of applicants who aspire to work in our school.

Equal Opportunities

The School is totally committed to avoiding all forms of discrimination as set out in the UK Equality Act (2010), and values diversity amongst its staff and for applicants for posts. The School, therefore, aims to ensure that all individuals are treated fairly and equally. Unless the job is covered by a statutory exception, we will not discriminate directly or indirectly on the grounds of: cultural background; ethnic or national origin; nationality; age; gender; sexual orientation; disability; religion; marital status; or membership of a trade union.

Read the Job Description on the next page.

Job Description

GRADE:	SO2 (Outer London)	DATE:	December 2024
PATTERN:	Full-time, 8.15am to 4.00pm (3.45pm on a Friday)		
RESPONSIBLE TO:	Co-Headteachers and Trustees		

1. Main Purpose of the Job

- 1.1. Operational - provide an excellent PA service to the Co-Headteachers in all aspects of their work including always maintaining a high level of professionalism and confidentiality.
- 1.2. To liaise with stakeholders on the Co-Headteachers behalf these include but not limited to Trustees, staff, parent/carers and local authority.
- 1.3. To line manager and support the main office team.
- 1.4. Work with outside agencies as required to support the Co-Headteachers in all aspects of their work.
- 1.5. It should be noted that it is expected that the job description will evolve as both the role, and the post holder develops.

2. Accountabilities

- 2.1. To ensure all correspondence is of the highest professional standards.
- 2.2. To ensure that data, reports or documents produced are accurate at all times.
- 2.3. To ensure that census information meets the current requirements.
- 2.4. To develop and nurture effective working relationships with a range of colleagues and members of the school community.

3. Duties & Responsibilities

3.1. OPERATIONAL

- 3.1.1. Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors and other professionals.
- 3.1.2. Plan, prioritise and implement a high personal workload, often under pressure so that goals are achieved successfully and on time.
- 3.1.3. Making competent judgements to resolve situations and challenges to reduce pressure and time constraints on Leadership Group members.
- 3.1.4. Deal with internal and external correspondence, whilst displaying initiative, discretion and confidentiality at all times.
- 3.1.5. Produce highly professional documents, spreadsheets, presentations and other innovative communications quickly and efficiently.
- 3.1.6. Create and maintain sound electronic filing systems that enable documents and information to be easily retrieved.
- 3.1.7. Liaise with teaching staff, support staff, students and parents in a sensitive manner, often being the first line of enquiry for a variety of requests which demand initiative and sensitivity.
- 3.1.8. Handle requests and complaints from students, parents and members of the public that are directed to the Co-Headteachers or members of the Leadership Group.
- 3.1.9. Evaluate the nature of these complaints and use discretion and judgement to respond in a suitable manner.

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- 3.1.10. Prepare agendas, taking and distributing minutes of as requested.
 - 3.1.11. Provide flexibility where appropriate.
 - 3.1.12. Manage the Co-Headteachers diary and time including booking appointments, receiving visitors, providing preparatory support and making bookings as required.
 - 3.1.13. Open, sort and distribute the Co-Headteachers mail including electronic mail, advising on any urgent matters.
 - 3.1.14. Organise meetings, conferences and events (internal and external) on behalf of the Co-Headteachers including refreshments and taking minutes if required.
 - 3.1.15. Set up and maintain archive files and historical data.
 - 3.1.16. Relay important messages and reminders to staff and students as required.
 - 3.1.17. Work with the HR Officer to assist with the smooth running of the recruitment and selection process, including organising tours, providing refreshments and checking ID documents as required.
 - 3.1.18. Act as the point of contact in relation to any complaints received, referring matters to appropriate members of staff when required.
 - 3.1.19. To oversee and update policies as required.

3.2. MAIN SCHOOL OFFICE MANAGER RESPONSIBILITIES

- 3.2.1. To provide effective and efficient management of the School Office.
- 3.2.2. Line manage and conduct performance management for office, reception and reprographic staff, as appropriate.
- 3.2.3. Plan and organise the workload for the office and reception staff.
- 3.2.4. Contribute to recruitment of new office and reception staff composing job descriptions and adhering to the safe and fair recruitment policy.
- 3.2.5. Conduct and chair regular meetings to strengthen the systems and team spirit.
- 3.2.6. To ensure data accuracy and integrity through regular checks for quality assurance and improvement, focussing on safeguarding policies and procedures.

3.3. OTHER ICT / ADMINISTRATIVE TASKS

- 3.3.1. To ensure the security, safety and care of equipment as appropriate.
- 3.3.2. To produce reports as required.
- 3.3.3. To assist with the quality assurance of the data held on the school's MIS system.
- 3.3.4. To ensure the security, safety and care of equipment as appropriate.

4. Knowledge & Experience

Please see Person Specification.

5. Performance Standards

Performance will be measured against outcomes in relation to set targets and progress as measured against individual and/or team development plans.

6. Additional Information

- 6.1. This job description describes the range of duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

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- 6.2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification or amendment at any time, after consultation with the post holder.
 - 6.3. The post requires that you should take an appropriate share of the responsibilities attached to staff generally within the school in connection with the work of the team/department and school.
 - 6.4. Post-holders will adhere to the Staff Code of Conduct and the Dress Code for Staff and show a record of excellent attendance and punctuality.
 - 6.5. Post holders may deal with sensitive material and should maintain confidentiality in all school-related matters. Child Protection Policies and Procedures, and General Data Protection Requirements are to be followed at all times.
 - 6.6. Post-holders will participate in the School's appraisal system.
 - 6.7. Post-holders will be involved, as required, with the development of quality standards and performance measures and to ensure they are implemented and maintained.
 - 6.8. Post-holders will provide support to students during periods of contact and help promote the values and aims of the School and a general feeling of well-being at all times.
 - 6.9. Post-holders will undertake other work of an appropriate nature in the interests of the School, as directed by the Co-Headteachers.

JOB HOLDER SIGNATURE:		DATE:	
PRINT NAME AND TITLE:			

LINE MANAGER SIGNATURE:		DATE:	
PRINT NAME AND TITLE:			

Person Specification

SECTION	ASSESSMENT METHOD
EDUCATION, QUALIFICATIONS & TRAINING	
<ul style="list-style-type: none"> • Preferably qualified to graduate level (or evidence of graduate level ability) or evidence of other equivalent professional qualifications. • Secretarial or administrative qualifications desirable (or evidence of secretarial /administrative experience). • IT qualifications (or clear evidence of the ability to use Microsoft Office/Google programmes to an advanced level). • Evidence of personal development, training and qualifications 	Application form Proof of qualifications
EXPERIENCE	
<ul style="list-style-type: none"> • Experience in a PA or senior secretarial capacity with evidence of producing professional documents to the highest standard. • Experience of learning to use an organisation's proprietary software (e.g. SIMS). • Experience in dealing with confidential items requiring tact and discretion. • Experience of appraisal procedures • Experience of working in an educational environment would be desirable 	Application form Interview
PERSONAL ABILITIES & QUALITIES	
<ul style="list-style-type: none"> • Ability to work on own initiative and as part of a team, and judge when to take decisions and when to seek advice • Ability to prioritise work and work to deadlines • Ability to work under pressure • Ability to focus on detail and accuracy • Adaptability, flexibility and resilience • Great attention to detail, ability to multitask with excellent time management skills • Methodical, analytical and accuracy in working practice 	Application form Interview Tasks
SKILLS & KNOWLEDGE	
<ul style="list-style-type: none"> • Good communication skills both verbal and written, including written and spoken fluency and accuracy in English • Ability to maintain records and provide evidence of work, progress and attainment over time • An excellent understanding and competence in ICT • An ability to communicate very effectively, both orally and in writing. • An ability to stay calm and cheerful under pressure. • An ability to use your own initiative and be proactive in the management of your own workload. • Excellent problem-solving skills. • Excellent personal presentation skills. • Excellent interpersonal skills and ability to respond to a variety of audiences and stakeholders. • Ability to plan, monitor, evaluate and review work • Work effectively as part of a team; developing positive relationships with colleagues and other agencies as appropriate • Possess outstanding organisational skills 	Application form Interview Tasks

COMMITMENTS	
<ul style="list-style-type: none">• A commitment to the aims and values of the school• A commitment to the highest standards of child protection• A commitment to equal opportunities• A commitment to high standards of professionalism	Application form Interview Tasks

Selection decisions will be based partly on the criteria outlined in this form. At each stage of the process an assessment will be made by the appointment panel to determine how far the criteria have been met.

Criteria should be addressed on the application form and/or in the statement of application. Criteria will be further tested later in the process through interviews and other methods such as presentations.

When completing your statement of application, you should ensure that you provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

We will consider any reasonable adjustments under the terms of the Equalities Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.