**Role Profile: Heads PA**

**Purpose**

To provide executive support to the Headteacher and to act as an ambassador for the school and Headteacher in all matters. The Heads PA is responsible for ensuring that the Single Central Record (SCR) and employee files contain all the required safer recruitment documentation and checks.

**Key Accountabilities**

**Heads PA**

* To provide PA support to the Headteacher, including organising meetings and appointments for the Headteacher using the electronic diary system.
* To meet regularly with the Headteacher to provide an update on diary items and to pass on any information required for meetings
* To provide, as required, a confidential secretarial service to the Headteacher
* To liaise, with tact and diplomacy with school colleagues and stakeholders
* To take minutes at Senior Leadership Team meetings and any other meetings, as requested by the Headteacher
* To organise the communication of essential and urgent information to parents using school comms as agreed with the Headteacher
* To perform any other administrative duties that the Headteacher may require from time to time.

**HR Admin**

* Act as a “checker” and “verifier” of recruitment related documentation
* Responsible and accountable, to the Head and HR Pod Manager (in their monitoring capacity), for the update and maintenance of all relevant data on the Single Central Record (including employees, volunteers, self-employed individuals, third party Contractors etc) in line with the Single Central Record Guide and Guide to Third Party Contractors and Non-employees Pre-employment Checks
* Responsible and accountable, to the Head and HR Pod Manager (in their monitoring capacity), for ensuring that all relevant recruitment documentation is received in full, checked as compliant and filed securely in employee files
* Administration of staff details on HR systems (Cognita People, Single Central Register tracker, MyAbsence etc).
* Roll out training including oversee the accurate maintenance of the training matrix.
* Administration of third party contractor’s, self-employed and volunteer paperwork, including maintaining records of annual safeguard training and annual compliance checks for contractors.
* Any other ad hoc duties as requested by the Operations Manager/Head/HR Pod Manager

**Other duties**

* Support the main school office team in ensuring that telephones are answered, and all general queries are dealt with professionally and promptly, responding professionally to prospective parent requests for information in the absence of the Admissions Manager.
* Providing administrative support in the management of out of hours and the holiday club provision including charges/invoicing and producing registers, as necessary. Organising of after school club attendees each term.
* Provide administrative support for members of Senior Leadership Team: Head, Operations Manager, Deputy Head, the DSL and Head of Early Years.
* To operate as a flexible member of the Admin Team, assisting with other duties as required

**Safeguarding Responsibilities**

* To comply with safeguarding policies, procedures and code of conduct
* To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
* To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
* To engage in safeguarding training when required

**Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Skills** | * Excellent people skills – confident & friendly with a good awareness of customer care * Excellent telephone manner * High attention to detail with the ability to work methodically with accuracy at all times. * Confident with IT and basic office software packages – will need to be able to use Word /Database systems at a competent level. * Reliable and flexible with ways of working * Able to show initiative and provide attention to time critical duties |  |
| **Qualifications** |  | * Qualification in computer literacy skills i.e. Word, Excel, Outlook |
| **Experience** |  | * Experience of working in a similar role in a School environment |

**Key Stakeholders:**

**Internal – All school staff, pupils**

**Cognita – Colleagues across Cognita schools and teaching and learning networks**

**External – Key external relationships, suppliers and parents**

**Signed: …………………………………………. Name (print): …………………………………..**

**Date: ……………………………………………..**