



JOB DESCRIPTION

Job Title: PA to Headteacher and CEO

Location: Liphook School

Responsible to: Headteacher and CEO

Liaises with: Trust Board, Senior Leadership of Trust and Schools, Teaching and Support staff across the Trust, Parents, External agencies

Job Purpose: The purpose of this role is to provide confidential administrative and secretarial support to the Headteacher and CEO

Main Duties

1. Act as a first point of contact within the school for staff, governors, councillors, parents and others seeking contact with the Headteacher and CEO.
2. Maintain the diary for the Headteacher and CEO, arranging appointments, and ensuring that his time is used optimally and that he is adequately briefed on matters to be discussed as necessary
3. Assist the Headteacher and CEO in organising administrative workload, recommending items to be dealt with in order of priority; to ensure that the Headteacher and CEO responds to particular tasks within timescales identified in any agreed priority action list
4. Prepare letters and other correspondence as requested
5. Manage travel arrangements and offsite and/or onsite meeting logistics for the Headteacher and CEO and – with the support of the BET Administrator - to provide care for their visitors, including preparation of itineraries, welcoming guests and providing refreshments
6. Assemble papers required by the Headteacher and CEO as appropriate to attend meetings; prepare minutes, agendas and other reports where necessary, or reply to requests for information
7. Work closely with the BET Governance Lead / Clerk to the Governors to ensure papers are assembled ahead of Trust Board or Local Governing Body meetings, or other events
8. Liaise with BET Governance Lead to ensure BET policies are prepared in good time ahead of BET Board meeting review
9. Liaise with all senior management and PAs across BET schools where appropriate, concerning priorities, deadlines, policies and procedures
10. Ensure the maintenance of clear and effective filing, records and other systems and keep them updated
11. Undertake any other reasonable requests from Headteacher and CEO