

**Kineton High School & Sixth Form**  
**Job Description: P.A. to the Head teacher**  
**Grade F**

**37 hours per week, term-time only plus two weeks**

Responsibilities as P.A. to the Head teacher To:	<ul style="list-style-type: none"> <li>• Provide clerical and administrative support to the Head teacher and Leadership Team to include correspondence, diary management, minute-taking and hospitality</li> <li>• Administration and record keeping of pupil exclusions</li> <li>• Administration of staff recruitment, changes to contracts and additional payments</li> <li>• Preparation of documents and confidential reports</li> <li>• Maintenance of the Single Central Record</li> <li>• Maintenance of staff files</li> <li>• Record, communicate and exchange information via post, telephone, email, websites, databases etc</li> <li>• Deal with enquiries to the Head teacher from students, staff, parents, governors, visitors, external agencies etc</li> <li>• Liaise with a range of external agencies and LA personnel</li> <li>• Provide specific administrative support to the Leadership Team where required</li> <li>• Assist, where required, the general administrative and student services teams</li> <li>• Provide any additional support for the Head teacher as needed</li> </ul>
Responsibilities as a member of staff To:	<ul style="list-style-type: none"> <li>• Actively contribute to, and fulfill, staff and school responsibilities for safeguarding and promoting the welfare of children and young people.</li> <li>• Work effectively with all members of the school community to promote the KHS ethos, mission and values.</li> <li>• Adhere to all relevant school policies.</li> <li>• Act as a role model in terms of expected standards of dress, conduct, language and punctuality.</li> </ul>
<p>This job description is subject to periodic review and may be changed in accordance with the developing needs of the school, the department, the students or the post-holder, with whom any change will be discussed in detail.</p> <p>This job description should not be taken as comprehensive and exclusive of any other tasks. By negotiation and agreement between the post-holder and the Head Teacher other tasks which are relevant and reasonable for the post-holder may be allocated.</p> <p>Adults employed to work in Kineton High School are vetted for their suitability to work with children in accordance with the Keeping Children Safe in Education Policy and DfE requirements.</p>	