

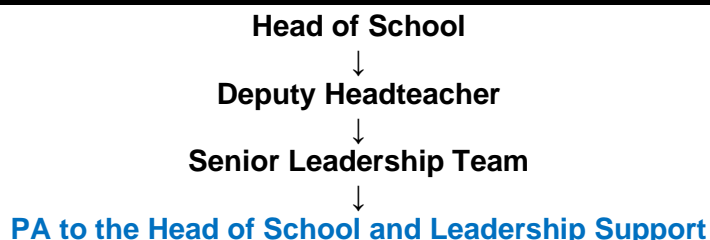


King's Academy
Easthampstead Park

Job Description: PA to the Head of School and Leadership Support

Location: King's Academy Easthampstead Park (KAEP)	Department: Administration
Pay Grade: KGA06 Points 9-13 - actual £24,171 to £27,391 per annum, including London Weighting and Holiday Entitlement (FTE - £28,069 - £31,773) – 2025 pay award pending The core 37 hours will be worked across Monday to Friday between the hours of 8am and 6pm as required by the Head of School This is a term time plus 2 INSET days and the equivalent of 3 days outside core hours (22.5hrs) for Social Media monitoring.	With effect from: September 2025

Designation of Post and Position within the Departmental Structure



The job description identifies the responsibilities attached to your post.

This job description is subject to amendment from time to time within the conditions of employment, as the needs of the school require, but only to an extent consistent with those conditions of employment and only after consultation with you.

All post holders are expected to support the school's vision and values and beliefs and familiarise themselves with school policies and procedures and to reinforce these with students, parents and partners where appropriate.

Job Purpose

To provide day to day efficient secretarial and administrative support to the Head of School and Leadership team.

The role requires the post holder to make a fundamental contribution to:

- Facilitating the effective communications and operations of the Leadership team, demonstrating good judgement and being able to reduce pressure on the Head of School and Deputy Headteacher so they can function at the high strategic level required of them.
- Work to raise the public image of the school and provide a welcoming, courteous reception to all school visitors, governors and school staff at all times

Main Duties and Responsibilities

- Uphold and demonstrate explicitly the vision, values and aims of the school and to actively contribute to their development.
- Work alongside all other staff to promote appropriate professional behaviours and a positive ethos within the school.
- To manage and co-ordinate the Head of School's diary and the Leadership teams' diaries and organise meetings, as appropriate.
- To note and coordinate the Head of School's or members of the Leadership Team follow-up actions at the end of key meetings and from correspondence.

- Maintain and devise office systems, including data management in google drive and office and filing as required by Leadership team members.
- Screen phone calls, enquiries and requests, and handle them when appropriate.
- Meet and greet visitors at all levels of seniority.
- Carry out background research and present findings. This may involve creating data sets, analysing data and summarising reports.
- Organise and attend meetings and ensure the Head of School and Deputy Headteacher are well prepared for meetings.
- To draft memorandums, letters and reports for the Head of School's approval.
- To manage Head of School's correspondence, including email to support an efficient use of time.
- To take minutes of meetings for example leadership meetings, premises meetings and share them with participants in a timely fashion.
- To maintain the school's external communications: updating the website, parental Facebook and Instagram pages as well as twitter using ORCA. Maintain agreed branding and proof read and schedule posts.
- Monitor competitor communications and relevant Government and educational bodies for updates including Ofsted.
- To support the Deputy Headteacher in compliance work linked to GDPR
- To support the Head of School managing processes and paperwork arising from the suspension or expulsion of a pupil.
- Liaise with the Clerk of Governors regarding governors' communications and separate meeting schedule.

Administration Responsibilities

- To support the office in providing an efficient, professional and friendly front-line service for staff, parents, pupils and visitors.
- To be responsible for ensuring that all enquiries and messages are dealt with appropriately and confidentially.
- To use and develop the use of ICT and make recommendations to the Head of School as to efficiencies.
- To be responsible for maintaining agreed branding and marketing, developing links and sharing information with the local community e.g., liaising with local newspaper Great Hollands Matters.
- Ensure the website is kept up to date and that it complies with statutory requirements for schools.

Other Duties and Responsibilities

- Provide administrative support to members of the Senior Leadership Team as directed by the Head of School.
- Work alongside the Senior Leadership Team, supporting the strategic direction of the school.
- To work in accordance with national and agreed Academy policies and liaise with Local Authority and Academy staff, advisors and other outside agencies as appropriate.
- To keep up to date on relevant educational issues and legislation.
- To attend staff and leadership meetings, as appropriate.
- To review and revise the codes of practice and policies annually.
- To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy.
- To participate in the school's appraisal scheme, ensuring that performance standards and targets are set and met within the agreed time scale.
- Provide hospitality for meetings as required including purchasing consumables within an agreed hospitality budget.

General

- To meet deadlines and manage workload effectively.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the Head of School.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.
- The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the school.
- The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of school records and information.
- The post holder must carry out their duties with full regard to the School's Code of Conduct, Child Protection Policy and all other School Policies.

- This job description is not exhaustive; it merely outlines the key tasks and responsibilities of the post.
- These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post-holder and the school.

Supporting the Academy

In November 2022, we joined King's Group Academies (KGA). This has created excellent opportunities for teachers to share ideas and approaches across schools, for the benefit of our students.

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

- Support and embrace the aims, values, mission and ethos of both King's Academy Easthampstead Park (KAEP) and King's Group Academies (KGA) and participate in a team approach to all aspects of school life.

KAEP

It takes a whole community to raise a child

KGA

HONESTY: A workplace where everyone feels safe and able to express their thoughts and ideas.

FAITH: We will encourage others to have faith in their own capabilities.

COURAGE: We embrace diversity and champion inclusivity.

- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.

Safeguarding

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the Academy's Child Protection Policy, Safeguarding Policy and Code of Conduct.
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.

Health, Safety & Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health and safety, security, confidentiality and data protection.
- Ensure concerns are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices.

Equity, Diversity & Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity.

Our recruitment has safeguarding at the heart of the process. We are committed to the safeguarding and promoting the welfare of children and young people and we expect all colleagues to share this commitment. Appropriate checks will be undertaken including an enhanced Disclosure and Barring Service (DBS) check.

We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues or concerns that may come up during the search at interview.

Successful appointment would be subject to:

- A satisfactory enhanced Disclosure and Barring Service check as well as a Social Media check.
- Qualifications and prohibition checks.
- Two satisfactory written references including from current/most recent employer.
- All positions are subject to a probationary period during which you will be fully supported.



King's Academy
Easthampstead Park

Person Specification: PA to the Head of School and Leadership Support

Key Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Excellent numeracy/literacy skills – English and Maths GCSE A*-C equivalent. • At least 2 A-levels. 	<ul style="list-style-type: none"> • Further qualification or training in IT, Business Administration or Communications.
Competence Summary: Knowledge, abilities, skills, experience	<ul style="list-style-type: none"> • Exceptional attention to detail and excellent IT skills. • Current knowledge and experience of using Excel, Word and Google at intermediate level or above. • Experience of working with confidential and sensitive information. • Experience of working effectively under pressure and prioritising. • Ability to process documentation (e.g., letters, mail merge, minutes, spreadsheets) using the Google suite word and excel. • Ability to keep abreast of changes to relevant education legislation and adhere to policies and procedures and codes of practice such as GDPR. • Ability to use the school's databases (i.e., data input/retrieval) and ability to create charts and reports using data. 	<ul style="list-style-type: none"> • Knowledge of providing a wide range of PA support, preferably in a school environment.
Personal Qualities	<ul style="list-style-type: none"> • Ability to demonstrate effective interpersonal skills face-to-face and excellent telephone manner. • Ability to communicate clearly and concisely, orally and in writing with a wide range of people. • Evidence of well-developed interpersonal skills. Ability to communicate both verbally and in writing demonstrating tact and professionalism to develop good relationships within and outside the school. • Ability to liaise effectively with external agencies/organisations. • Ability to prioritise own workload and work to challenging timelines/work independently demonstrating strong organisational skills. • Ability to demonstrate a flexible attitude and approach to tasks. • Commitment to safeguarding and promoting the welfare of children and young people. • Willingness to undergo appropriate checks, including enhanced DBS checks. • Ability to form and maintain appropriate relationships and personal boundaries with children and parents. • Ability to form and maintain good professional relationships with families, staff and other professionals. • Emotional resilience when working with challenging behaviours and attitudes to use of authority and maintaining discipline. • A willingness to demonstrate commitment to the values and ethos of the school. 	

Personal Professional Requirements	<ul style="list-style-type: none"> • Suitability to work with children/young people. • Able to communicate well, both orally and in writing, with others, including young people and other adults. • Ability to relate well to young people and adults, responding sensitively and flexibly to competing demands from students and parents. • Able to remain calm in challenging and pressurised situations. • Maintain confidentiality. • Positive outlook and approach. • Empathy, resilience, persistence. • Able to work well independently and as part of a team. • Ability to plan time effectively and meet deadlines. • Strong commitment to equality of opportunity. • Strong commitment to own continuing professional development and learning. • Conveys and/or able to develop high professional standards and a strong sense of personal fulfilment and achievement. • A willingness to adopt or try new approaches and ideas. • Good time management. • Professional standard of personal presentation and dress. • Excellent record of attendance and punctuality. 	<ul style="list-style-type: none"> • Evidence of continuous INSET and commitment to further professional development.
Other Work Requirements	<ul style="list-style-type: none"> • Participate in training and development activities. • To take part in the Appraisal Process in school, taking responsibility for your own professional development and undertaking training as appropriate. • A satisfactory enhanced DBS check. 	