

**The Roseland Multi-Academy Trust**  
**JOB DESCRIPTION**

|                                            |                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>                          | PA to the Headteacher                                                                                                                                                                                                                                                                                                                                                                |
| <b>Grade:</b>                              | H (Points 1-6)                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Employment:</b>                         | 37 hours per week, term time, plus 10 additional days<br>Salary paid for 45.6 weeks per year<br><br>School holidays will be classed as leave. Payment for leave has been included in the calculation of the annual salary, therefore, no leave should be taken during school term time unless specific prior approval has been obtained from the Chief Executive Officer/Headteacher |
| <b>Responsible to:</b>                     | CEO / Headteacher / Trust HR Lead/ Chair of the Trust Board                                                                                                                                                                                                                                                                                                                          |
| <b>Supervisory Responsibility:</b>         | Senior Administrator / Office Manager                                                                                                                                                                                                                                                                                                                                                |
| <b>Important Functional Relationships:</b> | CEO, CFO, Headteacher, Leadership Team, Trust HR Lead, Central Team, Office Manager, teaching and support staff, students. Trustees, Governors, Trust partners, other schools and colleges, suppliers of goods and services, parents/carers, visitors to the school.                                                                                                                 |

**Main Purpose of the Job**

- To provide high-quality, confidential and professional support to the Headteacher, ensuring the efficient management of their diary, meetings, correspondence, and documentation, and representing the school in a highly professional manner at all times.
- To act as the key administrator and lead HR within the school, overseeing all aspects of the employee lifecycle including recruitment, vetting, payroll information, absence management, training records, workforce census, and maintenance of the Single Central Record in accordance with Trust policies and procedures, and in close liaison with the Central HR Team to ensure consistency and compliance across the Trust.
- To line manage and coordinate the work of the Office Manager and Senior Administrator, ensuring excellent communication, high standards of service, and full compliance with Trust and statutory requirements.

**Main Duties and Responsibilities**

**1. Support to the Headteacher**

- Proactively manage the Headteacher's diary, scheduling meetings, school events and external engagements, ensuring effective time management and prioritisation.
- Prepare and collate papers, briefings and reports for meetings; take accurate minutes and ensure follow-up actions are completed.
- Manage correspondence and communications on behalf of the Headteacher, maintaining confidentiality and discretion at all times.
- Attend HR, Finance and Staffing meetings, producing high-quality agendas, minutes and action trackers.
- Support school and Trust governance processes by preparing and circulating documents and reports as required.
- Assist the Headteacher in building and maintaining strong community and stakeholder relationships, coordinating events, visits and communications that enhance the school's public image and reputation.

- Support the planning and delivery of key school events, open evenings and public relations activities, ensuring a professional and welcoming experience for visitors and partners.

## **2. Human Resources and Workforce Administration**

- Oversee all aspects of HR administration, including the maintenance of accurate staff personnel files, training records, and workforce data in accordance with GDPR and Trust policy.
- Manage recruitment and selection processes from advertisement through to appointment, including job pack preparation, shortlisting, interview logistics, references, and pre-employment checks (DBS, medical, right to work, online searches etc).
- Ensure full compliance with safer recruitment requirements and maintain an accurate and up-to-date Single Central Record.
- Coordinate and record induction, probation, line management and training for all staff, ensuring timely completion and filing.
- Maintain accurate absence and annual leave records, monitoring patterns and producing reports as required.
- Administer payroll information, mileage and overtime claims, and liaise with the Central HR Team to ensure timely and accurate submission each month.
- Collate and submit workforce census and staff data returns, ensuring accuracy and compliance with statutory deadlines.
- Monitor sickness absence and leave of absence, ensuring completion of return-to-work meetings and all related documentation.
- Support the administration of HR processes including capability, disciplinary, grievance, and flexible working requests.
- Maintain up-to-date records of mandatory and compliance training (safer recruitment, safeguarding, health and safety, etc.) for all staff.

## **3. General Administration and Compliance**

- Maintain a robust electronic and paper filing system for all HR and school records.
- Oversee policy review cycles, ensuring policies are updated, approved and circulated in line with Trust and statutory timelines.
- Contribute to school and Trust projects as directed by the Headteacher, including audits, data returns and inspections.
- Line manage the Senior Administrator and Office Manager, setting clear priorities and supporting professional development.
- Uphold the Trust's values and culture, ensuring professionalism, confidentiality and integrity in all interactions.
- Keep up-to-date with current educational developments and legislation.
- Be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust including health and safety, safeguarding, equality and diversity and data protection.
- Maintain confidentiality of information acquired in the course of undertaking duties for the Trust.
- Be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake all statutory functions relevant to the role and other duties appropriate to the grading of the post as required.
- This role is based at Falmouth School but you may be required to visit other schools within the Trust to collaborate with other administrative, PA and staffing teams within the Trust.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

Our Headteachers and Trustees act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence, including Disclosure and Barring Service (DBS) checks, barred list checks,

online searches and prohibition checks, together with references and interview information. The level of DBS certificate required, and whether a check for any prohibition, direction, sanction, or restriction is required, will depend on the role that is being offered and duties involved. As the majority of staff will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information, will be required.

## PERSON SPECIFICATION

| ATTRIBUTES                                   | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | DESIRABLE                                                                                                                                                                                                                                                                          |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Relevant Experience</u></b>            | Experience of providing administrative support to staff at a senior level.<br>Experience of running effective administrative systems.<br>Experience of editing and proof-reading.                                                                                                                                                                                                                                                                                                                    | Relevant work experience within a school/college environment.<br>Experience of Bromcom/MIS.                                                                                                                                                                                        |
| <b><u>Education &amp; Training</u></b>       | Attainment of GCSEs or equivalent (educated to level 2 standard) to include Maths and English.                                                                                                                                                                                                                                                                                                                                                                                                       | Successful experience of administration and information systems in a school environment.                                                                                                                                                                                           |
| <b><u>Special Knowledge &amp; Skills</u></b> | Strong organisational skills and the ability to maintain a realistic balance among multiple priorities.<br>Excellent time management.<br>Confident in the use of Microsoft and Google packages.<br>Good written and verbal communication skills, attention to detail, accurate spelling and grammar.<br>Discretion, judgement and experience of dealing with sensitive information.<br>Writing, proofing and editing skills.<br>Ability to consult with colleagues in an effective and positive way. | Good understanding of safeguarding and child protection.<br>Good understanding of procedures and legislation relating to confidentiality.<br>Experience of recruitment procedures.<br>Experience of Single Central Record administration.<br>Experience of payroll administration. |
| <b><u>Personal Qualities</u></b>             | Drive and determination.<br>A 'can do' and flexible approach with ability to adapt to changing priorities.<br>Proactive, self-motivated and enthusiastic.<br>Can work independently and as part of a team<br>Ability to work under pressure.<br>Ability to work independently with minimal instruction.<br>Good communicator.<br>Good judgement in a variety of situations.<br>Empathy with young people.<br>Innovative and imaginative thinking.<br>Friendly and approachable.                      |                                                                                                                                                                                                                                                                                    |