

**MATRIX ACADEMY TRUST**  
**Headteacher's PA and HR Manager**

Arrangement:	37 hours per week All year round Working Hours: Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm (including a 30 minute lunch)
Salary:	Scale Group 10 Spine Points 37-40
Main Purpose:	To provide an efficient and professional PA and HR support service to the Headteacher and the school.
Main Activities:	<ul style="list-style-type: none"> <li>• To undertake full administration duties to the highest level of accuracy, speed and confidentiality.</li> <li>• The preparation of all meetings, events, conferences and all relevant paperwork.</li> <li>• Liaising with Trustees and Managers as required.</li> <li>• Maintenance of the Headteachers filing systems in both electronic and hard copy and the provision of confidential documents and files as required to support the effective management of the trust.</li> <li>• To compile and co-ordinate appointments and meetings for the Headteacher.</li> <li>• To sort and prioritise all enquiries, screening and direct phone calls to answer queries on behalf of the Headteacher.</li> <li>• Receiving of visitors on behalf of the Headteacher and arrange hospitality.</li> <li>• Manage all recruitment of staff as required.</li> <li>• Manage maternity leave HR process and related risk assessments.</li> <li>• Advise on HR issues including leave of absence, maternity and paternity leave.</li> <li>• Management of HR processes within the school, including administration of references, appointment forms etc.</li> <li>• Upload all relevant payroll information to Central Office.</li> <li>• To manage other administrative and related support staff, including carrying out the trust disciplinary procedures.</li> <li>• To set an example of personal integrity and professionalism.</li> <li>• To minute take where necessary.</li> <li>• Attendance at appropriate staff meetings.</li> <li>• To co-ordinate initial HR responses to grievances and disciplinary matters.</li> <li>• To manage and monitor the Single Central Record and arrange checks as appropriate.</li> <li>• Preparation and presentation of all papers in relation to grievance and discipline cases.</li> <li>• Support Line Managers in dealing with staff absence and return-to-work (RTW) interviews, and if necessary, subsequent occupational health (OH) referrals.</li> <li>• Oversee the staff induction process.</li> </ul>
Additional duties:	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community and to support its distinctive mission and ethos.</li> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> </ul>

	<ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of, support and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos/work/aims of the school and supports its distinction mission.</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Participate in training and performance development as required.</li> <li>• Any other duty as deemed appropriate to the post by the Headteacher.</li> </ul>
Requirements:	<ul style="list-style-type: none"> <li>• GCSE (or equivalent) Maths &amp; English Language at Grade C.</li> <li>• Administration experience.</li> <li>• Experience of using Microsoft Office.</li> <li>• Experience of using SIMS (desirable).</li> <li>• First Aid trained (desirable).</li> </ul>

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....