



Job description: Personal Assistant (PA) to the headteacher

Penwortham Primary is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: 31,155 FTE – Actual Pay £10,644

Hours: (Job share up to 14 hours per week) 39 weeks per annum term time only plus inset days.

Contract type: temporary

Reporting to: (The Headteacher and senior team)

Main purpose

To provide a confidential and personal service to the Headteacher, carrying out a range of administrative tasks and maintaining an efficient running of the Headteacher's daily business.

Duties and responsibilities

Managing enquiries

- › Act as the first point of contact for staff, parents, governors and other stakeholders looking to speak with the Headteacher
- › Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- › Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails for the Headteacher are acted on
- › Manage enquiries and requests efficiently, referring where necessary
- › Welcome visitors on behalf of the Headteacher
- › Assist staff, parents, governors and other stakeholders with the information and support they need
- › Open and respond to mail, escalating to the Headteacher where necessary
- › Handle all confidential correspondence with discretion
- › Governance

Administration and diary management

- › Coordinate the Headteacher's diary, making decisions around priorities and ensuring the Headteacher is suitably briefed
- › Organise travel and accommodation arrangements
- › Support the Headteacher to manage their workload, advising on priorities where appropriate
- › Prepare the Headteacher for meetings by assembling reports and relevant documents

- › Respond to appropriate requests for information from governors or external agencies
- › Maintain accurate records in efficient files and online systems
- › Support with the coordination of certain school events, under the direction of the Headteacher
- › Complete desktop research for the Headteacher, analyzing findings and providing summaries for the Headteacher

Written communication

- › Interpret Headteacher's comments into draft written correspondence to be sent to relevant stakeholders
- › Develop written communication that's professional and upholds the school's vision and values
- › Proof-read outgoing communication to ensure it's of the highest standard
- › Support the Headteacher to use Microsoft applications (e.g. Word, Excel, PowerPoint)

Other areas of responsibility

- › Read and follow the relevant school policies
- › Undertake training required to develop in the role
- › Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- › Contribute to the safety of children and young people and protect them from harm
- › Provide administrative support for the wider senior leadership team when required
- › Maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils. Respond with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a grade 4 (grade C) in English and maths
Experience	<ul style="list-style-type: none"> • Carrying out administrative and personal assistance tasks • Dealing with face-to-face and telephone interactions • Working with children or young people • Working and collaborating within a team
Skills and knowledge	<ul style="list-style-type: none"> • Good oral and written communications skills • Ability to respond quickly and effectively to issues that arise • Ability to plan, organise and prioritise to meet deadlines • Ability to produce meeting minutes and documents of a high quality • Ability to use own initiative and take action accordingly • Excellent attention to detail • Ability to use IT packages including word processing, spreadsheets and presentation software • Ability to use relevant office equipment effectively • Ability to build effective working relationships with colleagues • Understanding of data protection and confidentiality • Understanding of safeguarding
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Commitment to a team approach; exchanging ideas and providing support to colleagues where needed • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively • Patient, flexible and adaptable, meticulous and conscientious