



Job Description

Post:	Headteacher Personal Assistant
Hours:	36 hours a week term time + 10 additional days Scale SO1
Responsible to:	Headteacher

Job purpose

The headteacher's personal assistant is responsible for:

- Ensuring that the headteacher is fully supported in all aspects of her work including confidential matters.
- Supporting and encouraging the school's ethos and its objectives, policies and procedures.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher. Please note that the post holder may be required to work outside of normal school working hours for extended school status activities, school events, meetings and emergencies.

Job specification

Operational

- S/he shall establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors and other professionals.
- S/he shall provide efficient administration and secretarial assistance to the headteacher.
- S/he shall manage the headteacher's diary and time including booking appointments, acting as the 'gatekeeper', receiving visitors, providing preparatory support and making travel arrangements.
- S/he shall open, sort and distribute headteacher's mail including electronic mail, advising on any urgent matters.
- S/he shall organise meetings, conferences and events (internal and external) on behalf of the headteacher, including refreshments and taking minutes as required.
- S/he shall maintain a file of all school policies, advising the headteacher when they are due for review and/or are due to be updated due to changes in legislation/guidance.
- S/he shall maintain accurate records of senior leadership team (SLT) and staff meetings, distributing agendas, minutes and other relevant documentation as required.
- S/he shall liaise as required with governors, staff (teaching and support), students and parents/carers on behalf of the headteacher.
- S/he shall liaise with professional bodies, outside agencies, other schools and organisations etc, and attend to queries as required by the headteacher.
- S/he shall assist in investigations and casework, for example disciplinary, as required by the headteacher.
- S/he shall develop, implement and review administrative procedures and systems putting in place necessary management controls, for example, ensuring required documentation is obtained in order to action changes legally.
- S/he shall act as the point of contact in relation to any complaints received, referring matters to appropriate members of staff when required.

- S/he shall oversee the maintaining and updating of information held on school system(s) including student and staff records, emergency contacts, data required for the completion of returns, for example, for the DfE.
- S/he shall assist in the collation and preparation of statistics, management information and reports as required by the headteacher, the governors, auditors, the local authority (LA), and the DfE.
- S/he shall assist in the setting up and maintaining of archive files and historical data.
- S/he shall contribute to the evaluation and development of administrative systems and procedures.
- S/he shall report technical faults relating to the school system(s) and equipment to the ICT technician(s) to ensure that they are efficiently resolved.

Personnel

- S/he shall support arrangements for the induction of all new staff as required.
- S/he shall liaise with staff on behalf of the headteacher regarding requests for annual leave and special leave.

Administrative

- S/he shall ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
- S/he shall undertake responsibility for all necessary administration relating to areas within her/his remit.
- S/he shall ensure that all manual and computerised records and filing systems relating to all areas within her/his remit are maintained as required.
- S/he shall process, input, extract and analyse information from the school's system(s).
- S/he shall ensure compliance with data protection regulations.
- S/he shall take minutes/notes in meetings, including meetings outside normal working hours as required, and circulate associated information.
- S/he shall answer incoming and internal calls, dealing with requests and enquiries and taking messages as required.
- S/he shall deal with correspondence promptly and as required.

General

- S/he shall attend school events as required.
- S/he shall participate in school emergencies as required, including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation.
- S/he shall attend training sessions and meetings as required.
- S/he shall keep up to date with developments and changes in legislation and guidance and communicate appropriate information to colleagues as appropriate.
- S/he shall support the headteacher in advising the governing board and its committees as appropriate.
- S/he shall seek, consider, and act upon professional support and advice as required.

PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience		
<ul style="list-style-type: none"> • Educated to at least GCSE grade 4 standard or equivalent in English and mathematics. • Experience of working in a busy office environment. • Proven experience in a PA role including diary management and travel arrangements (at least two years). • Experience of organising meetings and accurate minute taking. • Experience of managing and maintaining accurate records and filing systems. 	<ul style="list-style-type: none"> • Further or higher education qualification(s) in a relevant field. • Experience of staff recruitment, selection and training. • First aid qualification or willingness to gain one. 	Application form Letter of application References Interviews Certificate(s) (to be available at interview)
Knowledge and skills		
<ul style="list-style-type: none"> • Ability to build and form good relationships with students, colleagues and other professionals. • Ability to work constructively as part of a team, understanding school roles and responsibilities. • Excellent and meticulous organisational skills. • Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. • Excellent standard of numeracy and literacy skills. • Ability to absorb and understand a wide range of information. • Ability to manage and deal with confidential data/issues appropriately. • Ability to proficiently use office computer and information management software including word-processing, spreadsheet and internet systems. 	<ul style="list-style-type: none"> • Knowledge and understanding of safer recruitment requirements in schools. • Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as school governance, Freedom of Information Act, GDPR. • Working knowledge of SIMS software package. 	Application form Letter of application References Interviews

Essential	Desirable	Evidence
Personal qualities		
<ul style="list-style-type: none"> • Ability to show initiative and prioritise one's own work even when under pressure. • Able to follow direction and work in collaboration with headteacher. • Able to work flexibly to support others and respond to unplanned situations. This might include attending evening meetings as required. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's Christian ethos, aims and its whole community. 		Application form Letter of application References Interviews

Other Key Responsibilities:

1. To uphold and contribute to the school's Christian ethos and vision.
2. To uphold agreed standards of staff professionalism including dress, behaviour and discipline around the school.
3. Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person.
4. Be aware of and support vulnerable and disadvantaged pupils to ensure all pupils have equal access to opportunities to learn and develop their potentials.
5. Establish constructive relationships and communicate with other agencies/professionals/ staff, to ensure effective and appropriate support and guidance is provided to pupils and students.
6. Participate in training and other learning activities and professional development as required.
7. Recognise own strengths and areas of expertise and use these to advise and support others.
8. To attend relevant meetings and contribute to extracurricular activities where relevant.
9. To undertake duties of a like nature as may be required and to assist in other areas of the school where there is a need for support/guidance within the general scope of the post.