



JOB TITLE

Headteacher's Personal Assistant

SALARY GRADE

Grade F

Notice Period: 1 months

37 hours/week + 5 Inset days (Term time only) and flexi working

AIM & MAIN PURPOSE OF THE JOB

To provide high-quality, confidential and efficient administrative support to the Headteacher and the wider Senior Leadership Team, helping to ensure the smooth and effective running of the school and supporting its ambition to be a professional environment where students and staff can thrive.

Supporting and encouraging the school's ethos, ambition and reputation, and its aims, policies and procedures

MAIN DUTIES AND RESPONSIBILITIES

General Accountabilities:

- Providing executive assistant support for the Headteacher
- Collaborate and maintain positive relationships with key stakeholders, including school leaders, governors, local authority and other local partners, to support the school's strategic priorities
- Assist in the collation and preparation of statistics, management information and reports as required by the Headteacher, the governors, auditors, LA and DfE
- On behalf of the Headteacher liaise with outside agencies with regard to local and national media
- All confidential staff correspondence for the Headteacher and other members of staff as necessary.
- Administer arrangements for student suspensions in line with school policy
- To support the Headteacher's Clerk to the Governors' as required
- Support arrangements with regard to student admissions, liaising with colleagues as appropriate.
- Coordinate staff recognition activities, celebrating achievements and contributions to help sustain a positive and motivated staff culture.
- Coordinate student recognition activities, supporting the celebration of achievement and contributing to the school's ambition and aspirational ethos.
- Collaborate with colleagues regarding external communication, including the school website, newsletters, social media and press enquiries, helping to promote the school's ambition and reputation.
- Collaborate with colleagues regarding the organisation of school events.
- Attend school events as required.

MAIN DUTIES AND RESPONSIBILITIES

- Support response to school emergencies as required, including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation.
- Promote the welfare of children and support the school in safeguarding children through relevant policies and procedures
- Promote equality, treating everyone with fairness and dignity.
- Comply with health and safety policies and procedures, taking reasonable care of self and others
- Any other tasks that may reasonably be required by the Headteacher.

DETAILS OF LINE MANAGEMENT

The postholder reports to the Headteacher

NOTES

The role interacts with children, parents, senior leaders, other members of staff and other organisations.

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified. These accountabilities are in addition to that of a member of the support staff.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

PERSON SPECIFICATION		Essential/ Desirable
Qualifications		
Education to NVQ4 level 4 or above		Essential
Training in the use of Microsoft Office and in the use of Arbor		Desirable
Safer Recruitment training qualification		Desirable
Experience		
Significant experience of development, management and operation of administrative systems		Essential
Previous experience as an Executive Assistant or in a senior secretarial role, working with Senior Managers/Executives		Desirable
Experience working within a school environment.		Desirable
Experience of using Arbor		Desirable
Knowledge and understanding		
Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities		Essential
A detailed understanding of the complex workings and infrastructure of a large school		Desirable
Skills and abilities		
Advanced word processing skills, being able to produce lengthy documents, minutes etc. Ability to work with databases inputting information and updating existing information.		Essential
Ability to write letters and other simple texts.		Essential
Very good computer literacy with good knowledge of Arbor		Essential
Ability to manage the Headteacher's diary using Microsoft Outlook		Essential
The ability to establish effective communications with staff and outside agencies		Essential
Ability to use Outlook, and a web browser to access information		Essential
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)		Essential
The ability to communicate with people at all levels is essential.		Essential
Work-related personal qualities		
The post holder must be able to work without constant supervision and use their own initiative when making decisions.		Essential
Possess high degree of patience and tact and has the ability to deal with colleagues' requests effectively.		Essential
Able to organise and structure work and effectively communicating all relevant information to senior staff members.		Essential
A sympathetic approach to problems during telephone conversations with parents which are personal and confidential.		Essential
The post requires absolute confidentiality when dealing with all matters.		Essential
Other work-related requirements		
A flexible, proactive and professional approach is required.		Essential
Adaptability; a general senior level of all-round executive assistant skills		Essential
The post holder may be required occasionally to work varied hours, including during school holidays, to suit the needs of the Headteacher		Essential
This role has been identified as public facing in accordance with part 7 of the Immigration Act 2016 and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members		Essential

of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post	
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