

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

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| Job details | |
| Job title: | Personal Assistant to Headteacher |
| Directorate: | Hillel Park School |
| Reporting to: | Headteacher |
| Grade: | N/A |
| Job description | |
| Purpose of the post: | To be a Personal Assistant to the Headteacher and perform all necessary tasks requested by the Headteacher. To undertake a full range of secretarial and administrative duties to the Headteacher and to ensure the efficient and effective running of the Headteacher’s office and daily business. |
| Main duties and responsibilities: | Act as a first point of contact within the school for staff, governors, trustees, parents and others seeking contact with the Headteacher.  To assist the Headteacher in organising his/her administrative workload recommending items to be dealt with in order of priority. Ensure that the Headteacher responds to particular approaches within timescales identified in any agreed priority action list.  Maintain the diary for the Headteacher, arranging appointments as appropriate, and ensuring that he/she is adequately briefed on matters to be discussed.  Make travel arrangements for the Headteacher and to provide care for his/her visitors, including the provision of refreshments.  Assemble and prepare papers required by the Headteacher to attend meetings, prepare reports, or reply to requests for information.  Handle all confidential correspondence with discretion.  Liaise with senior management concerning priorities, deadlines, policies and procedures.  Liaise with the Business Manager/Bursar where necessary.  Ensure the maintenance of clear and effective filing, records and other systems and to keep them updated. Maintain confidential personnel files for staff as directed by the Headteacher.  Maintain staff archive files and produce references when requested.  Assist in the recruitment of staff by placing advertisements, preparing job descriptions, arranging interviews and to remain involved and advise throughout. |



Arrange meetings and when required, take notes. Ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.

May be required, to line manage other staff in the school office



 Sort and prioritise all incoming post, dealing with telephone calls for the Headteacher, and other school post not individually addressed. Keep a log of mail received and how it has been dealt with.

 After discussion, draft, as appropriate, outgoing correspondence and school documents that are the direct responsibility of the Headteacher.

 Support the Headteacher and other senior managers in the organisation and detailed planning of special events, such as awards evening and certificate evening.

 Assist in all matters relating to the organisation of the recruitment of teaching staff.

 Undertake all matters relating to the casual admissions of students and to maintain the school roll book.

 Undertake all matters relating to the exclusion of students.  Foster links between the school and the local community.  Maintain the Headteacher’s filing system.

 Carry out research for the Headteacher/senior management as required on the internet.  Maintain the school’s main email account with the Business Manager/Bursar.

 Attend occasional open evenings, prize giving’s and other school events as required.

 Organise workload and prioritise on a daily basis using own initiative and knowledge of the work, with minimum direct supervision from the Headteacher.

 Specific responsibility for ordering the general office supplies and equipment, to include central school stock such as annual registers, diaries and teacher planners.

 Cover for absent colleagues in the general office as necessary.  Deputise for the Business Manager/Bursar in his/her absence.  Help with students who are ill or unwell.

 Maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils. Respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.

 Communicate with the trustees and management committee, outside agencies, parents and the local community and to make contact with any other individuals who have business with the school.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

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| General requirements: | Take part in the school’s performance management system.  Attend governing body meetings on a regular basis.  Enhanced CRB Check.  Strong commitment to furthering equalities in both service delivery and employment practice.  You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with. |

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| Job title: | Personal Assistant to Headteacher |

# Person Specification

*[To add extra rows, right-click in the last row and select Insert > Insert Rows Below…]* **Essential Desirable**

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| Qualifications | |  |  |
| 1. | NVQ level 2 in Business Administration or equivalent qualification in related area or equivalent experience. |  |  |

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| Experience | |  |  |
| 2. | Experience of providing high-level support in a busy commercial, politically sensitive environment. |  |  |
| 3. | Experience of using a wide range of office equipment and ICT software, information systems in an administrative environment. |  |  |
| 4. | Experience of working as a Personal Assistant. |  |  |
| 5. | Experience of producing meeting minutes and documents of a high quality. |  |  |

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| Knowledge | |  |  |
| 6. | Knowledge of and commitment to school policies including Child Protection, Health & Safety and Equal Opportunities. |  |  |
| 7. | High level of ICT skills including knowledge of Microsoft Excel, Word, Power Point and Access. |  |  |

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| Skills | |  |  |
| 8. | Excellent telephone manner. |  |  |
| 9. | Self-starter, work on own initiative, strong organisational skills, and good written communications. Ability to establish priorities and meeting agreed targets and deadlines. |  |  |
| 10. | Demonstrate a clear commitment to the team approach; exchanging ideas and providing support to colleagues. |  |  |
| 11. | Ability to build effective working relationships with a wide variety of individuals. |  |  |
| 12. | Proven high communication skills, oral and written in order to produce detailed reports and memos. |  |  |
| 13. | Evidence of well-developed interpersonal skills. Ability to communicate effectively both verbally and in writing, negotiating ability and tact to promote good relationships within and outside the school**.** |  |  |

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| Skills | |  |  |
| 14. | Draw logical and accurate conclusions from sometimes complex information. |  |  |
| 15. | Embrace responsibility for identifying sound and effective solutions to a variety of different problems. |  |  |
| 16. | Experience of managing and organising a senior manager’s daily and forward work programme. |  |  |
| 17. | Ability to act as minute taker as directed by senior managers. |  |  |
| 18. | Demonstrates an attention to detail and an ability to stick at routine tasks. |  |  |
| 19. | Ability to set up and develop administrative systems, for checking, monitoring data, budgets and job evaluations and the ability to use information technology to a high degree of expertise. |  |  |
| 20. | Ability to ensure the Council’s anti-discriminatory strategy and equal opportunities policies are implemented and monitored. |  |  |
| 21. | Professional demeanour, good inter-personal skills and ability to deal with various members of public and senior management. |  |  |