



Job Outline

Personal Assistant to Headteacher

Responsible to: Fiona Pierson
Salary Grade: Band 5 whole range
Full time/Part time: Full time, 41 weeks (38 weeks term time, 1 week non pupil days and 2 weeks during school holidays).

Job Purpose

Oversee the smooth and effective running of the Headteacher's office and provide high quality administrative support to ensure the smooth and successful support of the Headteacher, including the production of agendas and minutes for all SLT meetings.

Key Responsibilities

General

- Ensure a high standard of administrative and management support for the Headteacher, in order to assist in the smooth running of all her activities, working under her supervision but expected to exercise considerable initiative in performing delegated duties, seeking the necessary advice, where appropriate.
- Make appointments and plan the Headteacher's diary.
- Deal with Parent / Carer and other external stakeholder queries - especially in the absence of the Headteacher and decide how to screen telephone calls, enquiries and requests and handle them or delegate to others as appropriate, using discretion in providing information both within and outside the school.
- Deal with emails, correspondence and writing letters and taking dictation and minutes.
- Welcome and look after external visitors on behalf of the Headteacher and ensure refreshments are available.
- Produce agendas for SLT and other meetings as required by the Headteacher.
- Provide support for the maintenance of GDPR compliance as and where necessary.
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy
- To be responsible for the accurate note taking in SLT meetings and the termly LGB meetings or extraordinary meetings as required.
- Provide administrative support to the Headteacher during the release of the GCSE results in the summer

Specific

- Act as a “gatekeeper” for the Headteacher and school as a whole.
- Provide confidential clerical and administrative support to the Headteacher.
- Oversee efficient and effective Office Management Systems and procedures in liaison with relevant managers and key staff.
- Oversight of the supervision of administrative staff to ensure excellent, consistent administrative support is delivered by the school.
- Ensure all telephone and personal enquiries are dealt with efficiently and effectively in a way which promotes a positive image of the school.
- Prioritise such telephone calls to the Headteacher, providing assistance where possible, referring more complex enquiries to the relevant SLT member or other member of staff, ensuring action is taken and reporting results to the Headteacher.
- Establish a business-like office environment and promote good relationships between SLT members, teaching and non-teaching staff, Governors, students, parents / carers and all other stakeholders and visitors.
- Supervise the arrangements for all relevant meetings as requested, including room bookings, preparation of materials, minute taking and attendance records, in order to ensure their timelines and smooth running.
- Arrange and coordinate travel and accommodation, managing the itinerary in conjunction with the diary and reviewing forthcoming commitments to ensure the most effective use of time for the Headteacher.
- Alert the Headteacher well in advance of approaching issues and / or events.
- Act as the “quality control” in respect of all letters and documents produced by or for the Headteacher.
- Prepare routine correspondence using own initiative and the less routine from rough drafts.
- To be responsible for maintaining and enhancing efficient filing and documentation retrieval systems for the Headteacher maintaining a new online filing system and ensure that filing is done regularly.
- Review on a fortnightly basis, the local Authorities website in order to ensure that hard copies of appropriate documents are provided for the Headteacher’s information.
- Attend appropriate meetings with the Headteacher in order to facilitate note taking and record keeping.
- To oversee meetings, ensure the relevant papers and documentation are compiled or received in advance to enable the Headteacher time to prepare.
- Remind the Headteacher of appropriate appointments, meetings and deadlines for completion of work.
- To establish constructive relationships and to communicate with other agencies and professionals.
- Coordinate the provision of HR services for all staff, liaising with the SLT, central HR and Headteacher.
- Oversee all administration relating to OFSTED inspections.
- Manage all personnel issues, ensuring that probation policies and procedures are fully and correctly implemented and to advise other managers on procedures.
- Be responsible for ensuring that all aspects of recruitment for teaching and support staff are carried out in liaison with the Sigma Central HR team. Plan selection timetable and participate in interviews for support staff.
- Provide liaison and support between Sigma Central teams and members of the leadership team regarding HR, Finance and Governance.
- Work with the Headteacher and SLT to ensure that the schools staffing structure, staff plan and job descriptions are adjusted to meet changing needs and resources.
- Manage the Governor team ensuring regular liaison and a regular clerking service. Arrange meetings, take and distribute minutes, plan and issue agendas.

The Board of Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Head teacher and/or COO, and will be reviewed annually.

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GREATER THAN THE SUM OF ITS PARTS