

## HARWICH AND DOVERCOURT HIGH SCHOOL JOB DESCRIPTION



**Job Title:** SLT Support Assistant  
(Teaching & Learning)

**Job Grade:** Salary Range 3 (Points 6 to 11)

**Responsible to:** PA to Headteacher

**Hours/Weeks:** 37 hours, term time only, plus 2 weeks

**Job Purpose:**

To provide a confidential and personal service to the Deputy Headteacher for Teaching & Learning.

To provide an administrative support service to other members of the Senior Leadership Team under the general direction and guidance of the PA to the Headteacher.

**Duties of the post**

- Provide PA support to the Deputy Headteacher to include diary and meeting management, dealing with correspondence, administration support and prioritising and directing of information.
- Liaise with other staff, pupils, parents/carers and external agencies.
- Analyse and evaluate data and information.
- Contribute to the planning and development of administrative procedures and systems.
- Organise meetings and take minutes if necessary.
- Organise training and school events.
- To assist with promoting and marketing the school via the school website and social media.
- To keep abreast of national and local developments in education.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

	Ess	Des	MOA*
<b>KNOWLEDGE/QUALIFICATIONS</b>			
Educated or working towards NVQ level 3 or similar qualification in administration or business		✓	A/C
Ability to use a wide range of IT software packages	✓		A/I
Understanding of school procedures, organisation and structure		✓	A/I
<b>EXPERIENCE</b>			
PA skills to include diary management, dealing with correspondence and minute taking		✓	A/I/R
Experience of a busy and sometime pressured office environment	✓		
Ability to deal with unexpected/difficult situations	✓		A/I
Ability to lead, manage and develop people		✓	A/I/R
Previous experience of working in an educational establishment		✓	A/I/R
<b>SKILLS</b>			
High level organisation and prioritisation skills	✓		A/I/R
Ability to communicate effectively and confidentially with persons at all levels	✓		A/I/R
Ability to build strong relationships with all stakeholders	✓		A/I/R
Ability to work under pressure to tight deadlines	✓		A/I/R
Ability to work on own and as part of a team	✓		A/I/R
Able to provide services which have been designed to meet customer needs and expectations and which conform to the highest professional standards.	✓		A/I
Effective time management skills	✓		A/I
<b>BEHAVIOURS AND COMPETENCIES</b>			
Commitment to self and team development	✓		A/I
A commitment to abide by and promote the School's Equal Opportunities, Health and Safety and Child Protection Policies	✓		A/I

**\*Method of Assessment: Key: A= Application, I=Interview and Assessment, R=Reference, C=Certificate**