**JOB DESCRIPTION**

**DATE: February 2019**

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| **JOB TITLE:** | **PERSONAL ASSISTANT** |
| **REPORTS TO:** | **Head Teacher** |
| **BAND:** | **4 (PTS 12 - 20)** |

**JOB PURPOSE:**

To act as Personal Assistant to the Headteacher

Work under own initiative and as directed to ensure workload is prioritised and efficiently completed.

# **KEY CORPORATE ACCOUNTABILITIES**

* To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place
* To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery
* To fully comply with the Health and Safety at Work Act 1974 etc., the School's Health and Safety Policy and all locally agreed safe methods of work
* At the discretion of the Headteacher, such other activities as may from time to time be agreed consistent with the nature of the job described above
* To work with colleagues to achieve the strategic objectives and targets of the Stanford & Corringham Schools Trust
* To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs
* The safe recruitment of staff is the first step to safeguarding and promoting the welfare of children in education. Hassenbrook Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other workers in the school to share this commitment.

**PRINCIPAL ACCOUNTABILITIES**

* To provide managerial, secretarial, clerical and administration support at senior staff level ensuring accuracy and confidentiality at all times.
* Provide personal assistance to one or more of the School Leadership Team, minute meetings, managing appointments and contacts
* Provide analytical/statistical data to staff, parents and outside agencies.
* Maintain and update pupils' records; complete associated statistical returns.
* Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
* Attend meetings and training sessions as required.

# **DUTIES**

* Keep the Head teacher’s diary and act as appointments secretary for the Headteacher
* Provide a personal assistant service for the Headteacher including clerical, administration and reprographics support as required, and booking events, courses and meetings as requested. Maintaining personal correspondence with staff and drafting letters for approval by the Headteacher
* Assist the Headteacher with new projects: manage and co-ordinate new projects, oversee all administration relating to OFSTED inspections
* Provide a word processing service for the Headteacher as required, with accurately typed documents and correspondence, meeting deadlines as required
* Take responsibility for ensuring the Bursar receives information relating to staffing, as directed.
* To be responsible for verifying that all aspects of recruitment for teaching staff are carried out. Place advertisements, distribute application forms and school information to candidates. Plan the timetable for interviews
* Collate personnel information for reference requests, as directed.
* Maintain and update a copy of the register of keys and hold securely duplicates to all keys issued. Control access to those keys, as directed.
* Assist the Headteacher with planning and issuing of Leadership Team agendas
* Compile the weekly bulletin ensuring that information is up to date. Communicate with staff to collect relevant information, as directed.
* Organising reprographics for the Headteacher and Leadership Team as required
* Booking rooms, welcoming guests and serving refreshments for the Headteacher as required
* Carry out basic administration and filing tasks, ensuring that clear procedures are in place and that files are accessible to authorised staff members
* To participate in the performance and development review process, taking responsibility for identification of learning, development and training opportunities in discussion with line manager
* To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
* To maintain confidentiality at all times.
* Supervision of student/s as required.

These duties will be varied at the discretion of the Headteacher / Chief Executive Officer to meet the changing needs of the School / Trust.

As a Trust employee you may be required to work in any of the Trusts locations or within other

Schools the Trust may be supporting.

I confirm that I have read, understood, and accept, the above job description.

Date for review: At annual Performance Management review of subject leader.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_