



Job Description & Person Specification

Position: Personal Assistant to the Head Teacher

Job Title	Personal Assistant to the Headteacher
Reports to	Headteacher
Line Management	Office Manager/ Premises Manager/Catering Manager/Medical Officer/Reprographics Technician.
Liaison with	Headteacher/Staff/ Parents/ Visitors/ External Agencies/Governors/Bridge Academy Trust
Job Purpose	<ul style="list-style-type: none"> To act as Personal Assistant to the Headteacher. To provide managerial, secretarial and administration and clerical duties. To manage and coordinate the recruitment process of teaching and support staff. To manage and co-ordinate personnel matters relating to Support Staff.
Duties	<ul style="list-style-type: none"> Keep the Headteacher'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. Act as the first point of contact for staff, parents, governors, and other stakeholders looking to speak and/or meet with the Headteacher. Handle all confidential matters with discretion. Oversee all administration relating to OFSTED inspections. Attend and minute meetings as required. Maintain the Single Central Record ensuring compliance with any statutory changes or developments required. Co-ordinate the recruitment process efficiently in liaison with BAT Central Team. This includes leading on support staff recruitment, including chairing interview panels, and being responsible for the recruitment process for teaching staff from the shortlisting stage, including setting up interviews and arranging interview schedules. Ensure the BAT Central Team receives information relating to staffing including appointments and contractual changes. Oversee the induction procedures for new Support Staff in line with safer recruitment. Ensure probationary reviews for Support Staff are carried out in a timely and effective way. Oversee Performance Management paperwork. Manage short and long- term support staff absence in liaison with the Bridge Academy Trust Central Team. To input orders on the PSF financial system (training will be given). To manage and update the school calendar. Proof-read all outgoing communication.



	<ul style="list-style-type: none">• Provide administrative support to the Headteacher on A level and G.C.S.E. results days.• CPOMs triage.
General	<ul style="list-style-type: none">• To participate in the performance and development review process, taking personal responsibility for the identification of learning, development, and training opportunities in discussion with the line manager.• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.• To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

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 and grade.

The local Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school's Child Protection and Safeguarding policies can be found on the school website: www.moulshamhigh.org

This post is subject to an enhanced DBS check and is not suitable for anyone who has been barred from working with children.

(March 2024)



PERSON SPECIFICATION

PERSONAL ASSISTANT TO THE HEADTEACHER

In due course we would expect all the qualities and attributes listed below to be acquired by the successful candidate. Those marked 'Essential' must be demonstrable at the point of interview.

Qualities and Attributes	Essential	Desirable
Qualifications		
At least G.C.S.E. or equivalent level (including at least a grade 4/C in English and maths).	√	
Experience		
Carrying out administrative and secretarial tasks.	√	
Dealing with face-to-face and telephone interactions.	√	
Working and collaborating within a team.	√	
Working in an educational setting.		√
Knowledge / Skills		
Good oral and written communication skills	√	
The ability to respond quickly and effectively to issues that arise.	√	
The ability to plan, organise and prioritise to meet deadlines.	√	
The ability to use own initiative and take action accordingly.	√	
Meticulous attention to detail.	√	
The ability to use IT packages including Office 365 and presentation software.	√	
The ability to build effective working relationships with colleagues.	√	
Understanding of data protection and confidentiality.	√	
Understanding of safeguarding		√
The ability to ensure that whole school policies are implemented consistently, including those relating to safeguarding and child protection.	√	.
The ability to lead and motivate a team in a positive and successful way.		√
Personal		
The ability to work under pressure.	√	
The ability to be flexible and adaptable when necessary.	√	



A clear commitment to developing and learning in the role.	√	
General		
Good attendance and punctuality record.	√	
Professional dress	√	

(March 2024)