



**THE FITZWIMARC SCHOOL**

## **JOB DESCRIPTION**

<b>POST:</b>	Personal Assistant – Pastoral SLT
<b>RESPONSIBLE TO:</b>	Pastoral SLT
<b>BAND:</b>	Scale 5 pts 9-12
<b>POSTHOLDER:</b>	
<b>PURPOSE OF THE JOB:</b>	To act as Personal Assistant to Pastoral Senior Leadership Team members, providing efficient and professional secretarial support. To undertake a full range of administrative duties to support senior members of the pastoral team.

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### **MAIN DUTIES AND RESPONSIBILITIES**

1. Act as the first point of contact for all communications from parents and carers directed to the Pastoral SLT
2. Filter communications, draw attention to urgent issues, draft responses or respond directly where appropriate
3. Support the Pastoral Senior Leadership Team with internal and external referrals, such as medical and request for support referrals
4. Managing Pastoral Senior Leaders diaries, including the booking of on and off site meetings, preparing and collating information and taking of minutes where appropriate
5. Draft correspondence and other documentation for the Pastoral SLT
6. Assist in the preparation of School Policy documents, as directed by Pastoral SLT
7. Support Pastoral Senior leaders with home visits and visits to Alternative Educational providers / other schools.
8. To organise and manage the annual process of school photos.
9. To organise and manage school immunisation and vaccinations processes, coordinating with school nurses and medical professionals
10. Communicating and liaising with external organisations visiting the school; i.e. arranging bookings and supporting guests.
11. To support with the administrative tasks related to the oversight and statutory tracking of PSHE and RSE.
12. Support Pastoral Senior Leaders with students absence requests. Communicating with parents/carers and working collaboratively with the School Attendance Officer
13. Support Pastoral Senior Leaders with parental requests to Home Educate students
14. Support Headteacher and Pastoral Senior Leaders with paperwork for the Governing Board, including Permanent Exclusion packs and reports for the Pupil Disciplinary Committee
15. To create and maintain systems to ensure tasks and matters arising from meetings are actioned by those responsible within agreed timescales
16. To create and maintain confidential and accurate filing and record keeping systems

17. To undertake filing, photocopying and word processing/typing as directed to produce reports and documents as required
18. To have an oversight of key logs, including the Protected Characteristic log. Working closely with Pastoral Senior Leaders and Heads of Year to ensure that these are accurate and up to date
19. Attend weekly Pastoral briefings
20. To undertake tasks relating to administration of student consequences and rewards
21. To undertake general administrative duties in support of the needs of the school
22. To undertake student reception duties as required, in the absence of other staff
23. To undertake exam invigilation as required

## GENERAL

- To participate in the performance and development review process, taking personal 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 & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- 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

## NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Agreed by ..... (Postholder)

And ..... (Headteacher)

Date .....