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|  | **Job description** |
| **Post title** | **Confidential personal assistant to the headteacher** |
| **Reporting to:** | Headteacher |
| **Liaising with:** | Business Director for delegation of administrative tasks |
| **Working time:** | 37 hpw – 41 weeks per year |
| **Salary/grade:** | Grade 8 (Pt 27-31) £23,188-£26,539 (pro rata to weeks worked) |
| **Disclosure level** | Enhanced |
| **Key responsibilities** | |
| 1. **Provide support to the headteacher** | * Maintain the highest level of confidentiality at all times * Provide a full range of advanced secretarial services for the headteacher, including dictation (personal and audio), minute taking, filing, and any other required duties * Screen and prioritise all incoming correspondence (including emails, telephone calls and letters), providing the headteacher with necessary information to assist with replies, drafting responses where appropriate * Sort and distribute incoming mail from the LA and the DfE to the necessary / relevant parties across school and ensure all statutory returns are coordinated and deadlines met * Remain conversant with the headteacher’s workload on an on-going basis, managing the diary to ensure that urgent and/or important appointments are given priority and efficient use is made of the headteacher’s time, providing all paperwork for meetings in advance. Including: liaison with relevant staff to avoid potential clashes, using initiative to reprioritise changing commitments, and taking immediate action by ensuring critical issues are immediately referred to appropriate personnel * Receive and welcome visitors to the school on behalf of the headteacher in a professional manner, providing refreshments as required, being highly courteous and effective at all times * Use latest technologies to provide a comprehensive ICT support for the headteacher, leadership and governors, ensuring staff are regularly trained in these technologies |
| 1. **Providing support to the local governing body and Academy Trust Board** | * Undertake the role of secretary to the local governing body and Academy Trust including: coordination, production and distribution of agendas and papers, minute taking, production of minutes and background papers * Produce a wide range of detailed, complex or specialist documents to high standards of accuracy within tight timescales ensuring that the needs of governors and board members are met |
| 1. **Providing support to the wider leadership team** | * Undertake the role of support to the leadership team, including: production and distribution of agendas, minute taking, production of minutes and background papers * Produce a wide range of detailed, complex or specialist documents to high standards of accuracy within tight timescales ensuring that the needs of the wider leadership team are met * Plan, coordinate and implement the leadership team’s schedule of meetings, providing documentation and notifying attendees, to ensure the business is completed within agreed timeframes and standards, meeting the organisations’ requirements * Ensure matters are brought to the prompt attention of the appropriate member of leadership and ensure follow up actions are identified and implemented in a timely fashion * Coordinate all travel arrangements for the leadership team and maintain diaries where required |
| 1. **Providing support for the organisation** | * Support in some HR functions which will involve liaising with payroll/HR partners, filing of confidential information in personnel files, processing of paperwork for new starters, leavers, changes to contracts etc. * Update the SIMS database with all staffing related information, and produce reports as and when required * Acknowledge the need for and practice the highest standards of confidentially, in regard to handling sensitive information pertaining to students, staff or organisational matters / issues * Liaise with the business director regarding the management of facilities; supporting the organisation in the marketing and promotion of its activities, to enhance and support the service delivery * Provide support in the production of a comprehensive staff handbook for all staff * Provide support in the production of the Headteacher’s report to governors and the Trust Board * Provide support in the production of marketing material including the school prospectus * Contribute to the completion of whole school administrative priorities at key points in the school calendar * Ensure systems for whole school diary management, communication, organisation of meetings and minute taking are delivered as required * Liaise with external agencies as and when required * Develop a strategy for the on-going collation, analysis and evaluation of stakeholder views on service delivery, reporting to leadership as appropriate * Undertake administrative/whole school /reception duties as and when required |
| 1. **Manage and coordinate daily cover arrangements** | * Coordinate the daily cover arrangements, taking calls from absent staff from 7.30am, and arranging cover through cover supervisors and agency workers * Liaise with agencies to ensure best value in the deployment of agency staff * Work within the relevant guidelines including rarely cover, and agency worker regulations * Update SIMS accordingly to reflect accurate absence information * Be responsible for updating the Single Central Record with all relevant information for supply staff, and volunteers in school. |
| 1. **Other specific duties** | * Play a full part in the life of the school community, supporting its distinctive mission and ethos, encouraging and ensuring staff and students follow this example, including representing the school in a professional and positive light at all times and to all stakeholders * Engage actively in the performance review and development process, including undertaking the role of appraiser for identified staff * Be fully compliant with the school’s safeguarding policy and contribute to the safety and supervision of students on site * Comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description |