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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
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| 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
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| 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
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| 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
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| 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.
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| 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
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