

JOB DESCRIPTION



Personal Assistant to the Headteacher and Senior Leadership Team

Full Time 37hrs

Term time plus 10 days

Key Purpose

- To be the personal assistant to the Headteacher and Senior Leadership Team (SLT), including facilitating the organisational and secretarial needs of the Headteacher.
- To be responsible for undertaking administrative, financial, organisational processes within the school, including the arranging of meetings and appointments under direction of the Headteacher and SLT.

Managerial Responsibilities and Guidance

- To be responsible for the management of elements of the Headteacher's workload, including confidential correspondence, minute meetings, filing, creation of documents, production of letters and response to telephone calls and emails on behalf of the Headteacher.
- To manage the administrative work of the SLT.
- To manage the recruitment processes for the school with the School Business Manager
- To manage communication with parents through newsletters, letters, emails, phone, in person and 'Teacher to Parent' text messaging on behalf of the Headteacher.

Range of Decision Making and Guidance

- To make decisions using initiative where appropriate within established working practices and procedures.
- To interpret guidelines from other staff on the preparation of documents and materials.
- To work under the guidance of the Headteacher and SLT, but expected to exercise considerable initiative in performing delegated duties, seeking the necessary advice where appropriate.
- To gather information school, on the direction of the Headteacher or SLT from within school and beyond to facilitate the work of the Headteacher and SLT.

The postholder will be expected to use good common sense and initiative in all matters relating to:

- the conduct and behaviour of individuals, groups of pupils and whole classes
- the correct use and care of materials by individuals and small groups of pupils
- the safety, mobility (if required) and hygiene and well being of the pupils.

Responsibility for assets, materials etc

- To maintain the confidential nature of information relating to the school, its pupils, parents and carers.
- To source stock on behalf of the SLT and Headteacher.
- To book training or external facilities for SLT and Headteacher and other staff.

Organisation

- Contribute to the planning, development and organisation of support service systems/procedures/policies.
- To monitor the renewal of policies.
- Organise appropriate hospitality for guests and school events.
- To organise the Great Heights Transition Event on behalf of the Headteacher.
- To support the Headteacher with communication with staff through emails and verbal messages.

Administration

- Provide personal, administrative and organisational support to HT and SLT,
- Undertake typing and word-processing.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Provide administrative and organisational support to the Governing Body and to the Headteacher in preparation for Governing Body meetings and record keeping.
- Undertake research and obtain information to inform decisions

Marketing, Public Relations and Events Management

- Supporting SLT with co-ordination of whole school events
- Assist with marketing and promotion of the school through the school website and social media accounts

Main Office – all under this heading are expected to be carried out on a Monday and Friday afternoon 1pm till 4:30pm.

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for schools trips, events etc.
- Provide general clerical/financial/admin support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence, sort and distribute mail.

Health Safety

- Undertake first aid training and deliver first aid duties in school.
- Undertake training for and perform fire marshal duties.

Responsibilities

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required, which may be beyond the school day.
- To participate in training and other learning activities and performance development as required.
- To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.
- To be vigilant for signs of neglect of children and to report any suspicions of this nature to the school's Named Person.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description. Officers should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed. Bradford is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Council Services. The Council is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.