



Cheadle Hulme School

Personal Assistant to the Head

Job Description

Job Title: Personal Assistant to the Head

Reports to: Head, with the HR Manager overseeing day-to-day operational matters

The post is 52 weeks per annum, 37.5 hours per week. The job-holder should be in sympathy with the aims of the School, as part of the School community take general responsibility for promoting and safeguarding the welfare of children and young persons, and be a positive and helpful member of the School support team.

Main responsibilities:

1. Providing administrative and secretarial support to the Head;
2. Respond to routine correspondence without reference;
3. Maintaining diary/travel arrangements;
4. Opening/filtering/re-directing of the Head's post;
5. Managing both 'Head' and 'enquiries' email inboxes, dealing with routine matters independently;
6. Acting as the main point of contact for the Head (staff, pupils and parents), filtering and prioritising emails/telephone calls/voice mails ensuring urgent items are dealt with;
7. Acting as Secretary for the Senior Leadership Team (SLT) and a limited and reasonable number of Governor Committee meetings, including drafting agendas, circulating papers and taking minutes where appropriate;
8. Organising meetings for the Head, including recording and typing of minutes when required;
9. Maintaining Head's Inspection documentation, ensuring updates are actioned in a timely manner, in preparation for ISI audit;
10. Supporting the Head and Second Master in preparing the School for Inspection, providing additional support to SLT members if required to ensure Inspection work is up-to-date in preparation for audit;
11. Maintaining the School's Development Plan information within SchooliP;
12. Maintaining the School's Formal Parental Complaint log as required, and prepare a termly report for the Board;
13. Administering the SLT appraisal process, liaising with the Head;
14. Undertaking and successfully delivering project work on behalf of the Head as requested;
15. Working as part of the CHS administrative team to ensure the School operates effectively and to the highest standards;
16. Liaising with HR on staffing issues, including recruitment of new staff;
17. Liaising with outside agencies/External Relations/Bursary/Governors/Deputy Heads/OWA as required.

To undertake additional duties as reasonably requested by the Head and SLT. This is not an exhaustive list, and will vary as the School's requirements change. Flexibility regarding working hours may be expected from time to time, in consultation with the employee.



Cheadle Hulme School

Person Specification

Requirement

Qualifications/Education/Training

- GCSE grade C or above in 5 subjects including Maths and English
- typing skills/speed 50 words per minute
- shorthand or speedwriting
- relevant IT skills to include:
Microsoft Office applications – Word; Excel; Outlook Calendar; PowerPoint

Experience

- experience of audio typing
- experience of mail merge
- previous experience of the use of iSAMS

Skills and competencies

- excellent listening, verbal and written skills
- high degree of accuracy
- plan, organise and prioritise effectively
- ability to use initiative and be proactive, consulting with the Head where appropriate
- team player
- ability to influence

Personal Attributes

- high level of integrity and confidentiality
- flexible approach to working hours
- ability to cope under pressure
- excellent interpersonal skills
- openness to learning and change
- positive attitude to personal development and training

Other

- current driving licence

The Appointment:

The School seeks an outstanding Personal Assistant to support the Head in all operational aspects, working within a busy school environment with effect from April 2017. Previous experience at a senior executive level is essential.

Remuneration & benefits package

The successful candidate will be offered an attractive salary package in the region of £24k - £27k per annum, dependent on experience.

Please note, annual leave must be taken out of term-time, and the successful candidate must be available to work in the summer holidays, from the week of A Level results (mid-August) to the end of August.

Please see the full list of benefits on our website under Why CHS/Working at CHS.

Application procedure

A completed Application Form should be sent before 9am on Wednesday 22 March 2017, to the Human Resources Department, Cheadle Hulme School, Claremont Road, Cheadle Hulme, Cheshire, SK8 6EF. (Tel 0161 488 3330). Please note, a separate covering letter is not required. Interviews will take place on Wednesday 29 March 2017. Unfortunately if you have not heard from the School in response to your application by Monday 27 March 2017, you will not have been short-listed for interview.

Email applications are welcome to humanresources@chschoool.co.uk

(Cheadle Hulme School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All appointments at Cheadle Hulme School are subject to clearance by the Disclosure & Barring Service and to identity and qualification checks).

Cheadle Hulme School is an equal opportunities employer and values a diverse workforce; we welcome applications from all sections of the community.