



## Job Description

### Preamble

All staff make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Staff act with honesty and integrity; have a strong subject knowledge, keep their knowledge and skills up to date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the pupils.

### Role and Salary

<b>Service area</b>	Brent Education (Primary School)
<b>Post title</b>	Personal Assistant to the CLT
<b>Salary grade</b>	SO1
<b>Reporting to</b>	The Head Teacher
<b>Responsible for</b>	Admissions Officer, Finance Officer and Admin Support Officer
<b>Working time</b>	36 hours per week, term time only plus 10 days during holidays (41 weeks)
<b>Disclosure level</b>	Enhanced

### 1. Purpose of the Job

Provide the Headteacher and other members of the Core Leadership Team (CLT) with highly effective support in managing and leading the school, ensuring that Fryent Primary School is presented in the best possible light at all times.

To contribute to the overall ethos, work and aims of the school. Appreciating and supporting the role of other professionals, and establishing constructive relationships.

Contribute to the delivery of an effective high quality service across the range of payroll and human resources, liaising with staff, parents, the local community and other agencies on behalf of the CLT.

To undertake project work and related activities as directed by the Headteacher, working closely with the Human Resources and Facilities Manager ensuring continuity of service.

To manage the Admissions, Finance & Administration staff in the school.

### 2. Directly Responsible To

The Head Teacher of Fryent Primary School

### 3. Service Relationships

The post-holder will liaise with all members of Fryent Primary School

### 4. Main Duties and Responsibilities

<b>CLT Support</b>	<p>4.1 To provide an efficient and confidential administrative and secretarial service to the Headteacher and CLT, including arranging school related travel requirements for CLT to meetings and courses.</p> <p>4.2 Undertake secretarial work of the CLT using initiative to respond to all questions and emails where possible.</p> <p>4.3 Be the point of contact for the CLT, dealing with third parties and taking calls relating to the CLT. To use judgement to deal with visitors to the CLT who arrive without appointments.</p> <p>4.4 Maintain and update the school's online diary alerting any conflicts, arrange and prioritise meetings as necessary and ensure that the Head Teacher is appropriately briefed.</p> <p>4.5 Manage verbal and written communications on behalf of, and in conjunction with the CLT; ensuring the highest quality presentation of documents to reflect the school's ethos.</p> <p>4.6 Assist the CLT in planning timetables for staff appraisal.</p> <p>4.7 Assist in the preparation of agendas for the CLT, to provide supporting documentation and take minutes of meetings.</p> <p>4.8 Receive post in matters relating to the CLT and draft letters to staff, parents/carers and other</p>
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<b>Governors' Support</b>	school stakeholders
	4.9 Oversee the arrangement, organisation and preparation of school events and receptions under the direction of the Headteacher. Provide reception and hospitality for the school visitors meeting the Headteacher.
	4.10 To prepare papers in readiness for Governors' meetings as instructed by the Headteacher and assist in the compilation of agendas.
	4.11 To take minutes at Governors' committee meetings (two per term) and produce drafts in a timely manner.
	4.12 To maintain a schedule of school policies and to advise the Head Teacher of review dates.
<b>Data Management</b>	4.13 To deal with Governors' queries providing documentation as requested; arrange refreshments for Governors' meetings.
	4.14 Provide support for the CLT in the analysis and evaluation of data and other information, and produce reports and records as required.
	4.15 Carry out administration of complex procedures, including the completion and submission of forms and returns to the DfE and other external agencies
<b>Administration Duties</b>	4.16 Act as the school's compliance officer for Data Protection
	4.17 Update the academic calendar.
	4.18 Open incoming school mail, assist with the opening of administrative emails forwarding to the relevant personnel and ensure the timely dispatch of all outgoing correspondence.
	4.19 Assist parents with urgent sensitive issues and make arrangements for them to see a senior member of staff.
	4.20 Carry out reception duties as part of the administration staff rota, including dealing with complex issues and visitors as necessary. Provide cover for absent colleagues as and when required.
	4.21 Publication and editing as appropriate of the school's weekly newsletter.
	4.22 Maintenance of the school's website
<b>Personnel and Payroll</b>	4.23 Provide assistance <ul style="list-style-type: none"> <li>• In the administration of the payroll and in consultation with the school's payroll provider and HR and Facilities Manager, provide advice on and resolve payroll queries,</li> <li>• To the CLT in the administration of interviews and appointments,</li> <li>• For induction programmes, including the setting up/deactivation of web mail and security passes etc.</li> <li>• In liaison with the HR and Facilities Manager in the maintenance of the Single Central Register, carrying out the required safeguarding and employment checks.</li> </ul>
<b>General School Duties</b>	4.24 Assist in the management of: <ul style="list-style-type: none"> <li>• service contracts;</li> <li>• school licences and insurance;</li> <li>• facilities including school premises, and associated income;</li> <li>• and health and safety</li> </ul>
	4.25 Participate in training and development activities and programmes, and attend and participate in meetings as required.
	4.26 Assist with the marketing of the school and fund raising activities
	4.27 Liaise and work with the Bursar when required.
	4.28 Prepare information for external agencies as and when required e.g. school inspectors, auditors.
	4.29 Comply with, and assist with the development of, policies and procedures, and report all concerns to an appropriate person, in respect of: <ul style="list-style-type: none"> <li>• child protection,</li> <li>• health, safety and security,</li> <li>• confidentiality, and</li> <li>• data protection.</li> </ul>
	4.30 Contribute to the school's commitment to equality of access to opportunities to learn and develop for all pupils.
	4.31 To carry out such tasks as are commensurate with the duties and responsibilities of the

**Line  
Management**

post. Undertaking these duties within Fryent's objectives, policies and procedures and promoting the Council's Equal Opportunities Policy.

4.32 To line manage the administration team in the front office of the school

In addition to these specifically outlined responsibilities, the post-holder will be required to carry out any other duties reasonably required by the Head Teacher of Fryent Primary School.