



Personal Assistant



Personal Specification

DUTIES & RESPONSIBILITIES

1. Be the point of contact for the headteacher, dealing with all third party enquiries, as well as the taking and passing on of messages.
2. To deal with correspondence and reports, including distribution and drafting of responses/letters as appropriate, ensuring post addressed to the Headteacher is directed to the appropriate person as necessary.
3. To prepare agendas and relevant paperwork, set up rooms, provide refreshments, to attend and minute meetings as required.
4. To organise, maintain and update the headteacher's online diary, arrange and prioritise meetings as necessary and ensure that the headteacher is appropriately briefed.
5. To create and maintain accurate and confidential filing and record keeping systems. To update the academic calendar and timetables for staff appraisal.
6. To oversee the arrangement, organisation and preparation of school events and receptions under the direction of the Headship team. To provide reception and hospitality for the school visitors meeting the Headteacher.
7. To produce reports for the Governing Body and assist in the compilation of agendas.
8. To undertake a variety of administrative duties and research, obtain information, and provide detailed analysis and evaluation data and produce reports and records as required.
9. To participate in training and development activities and programmes, and attend and participate in meetings as required.
10. To liaise and work with the Business Manager when required.
11. To adhere to the school's Safeguarding Policy and procedures; promoting our Equal Opportunities Policy and all other school policies in line with the role.
12. To act as the point of liaison between the Headteacher and school staff, parents and the local community.
13. To provide support for the Headteacher as required.