



BENTON PARK SCHOOL

CREATING A CLIMATE FOR GREAT LEARNING,
SUCCESS AND OPPORTUNITY



JOB DESCRIPTION

Role	Headteacher's Personal Assistant
Allowances:	S01(subject to Job Evaluation)
Hours:	37 hours per week term time only plus 15 days
Responsible to:	Business Manager
Review Date:	April 2017

PURPOSE OF THE JOB

To be responsible for day to day management and delivery of high performing, flexible and effective administrative services that meet the needs of the school.

To provide specialist and complex administrative support at a leadership level to the Headteacher, Deputy Headteachers and SLT. This will include the administrative management of sensitive and/or confidential matters.

To manage the delivery of effective marketing strategies through a variety of mediums that promote the school and secure uptake from target areas.

Specific responsibilities

- Liaise between the Headteacher, SLT and admin team to ensure the effective delivery of the administrative function within school to meet the needs of the organisation.
- Ensure quality assurance of administrative services, including internal and external correspondence.
- Provide complex organisational advisory and administrative support to internal and external customers on a range of processes and procedures.
- Ensure the provision of excellent customer service to colleagues, customers and visitors, including managing conflict sensitively.
- Be responsible for the selection and management of administrative resources, including management of a budget and regular audit of resources. This will also include working with external resource service providers.
- Take a lead role in the recruitment, management and development of administrative support staff and managing associated employment procedures.
- Undertake performance management with the administration team including; 1:1 management meetings, department meetings and appraisal meetings, as appropriate.
- Manage the quality assurance, accessibility, compliance and reliability of the school website.
- Manage governance arrangements, including communication to Governors and advice on governance processes.
- Manage the timely and accurate administration of statutory process, including fixed term and permanent exclusions.

Headteacher: Miss D Martin

- Carry out the procurement of services as requested.
- Undertake complex and detailed research and obtain information to inform decision making at leadership level.
- Produce and respond to complex correspondence for a range of purposes.
- To attend meetings at the request of the Senior Leadership Team and minute as appropriate. This may include complex, sensitive and/or confidential matters.
- Produce management information from specialist software systems. This will involve considerable amounts of time extracting and inputting data.
- Provide advice and guidance to staff and others on complex administrative issues.
- Deliver specialist training on a range of information systems including complex or specialist software.
- To develop and implement a 2-year marketing strategy working in conjunction with the Business Manager ensuring active and effective promotion of the school to target areas.
- Ensure quality and best value of all contracts and services related to marketing activities, making appropriate use of digital marketing and social media.
- Ensure appropriate arrangements for internal and external meetings and events including provision of hospitality arrangements.

Additional Duties

- To be First Aid trained and respond to requests for First Aid in line with the First Aid Policy.
- The post holder may be required from time to time to undertake lunch or break time duties as requested by SLT.
- The post holder may be required from time to time to assist with the invigilation and/or administration of internal and/or external assessments.
- Support and promote the school's policies on diversity and equality of opportunity.
- To be aware of and comply with policies and procedures relating to child protection and safeguarding, ensuring all concerns are reported appropriately in a timely manner.
- Undertake any other duties commensurate with the grade of the post.

VARIATION IN ROLE

Given the dynamic nature of the role and structure of Benton Park School, it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time, commensurate with the grading level of the post and following consultation with the post-holder.

All job descriptions may change and/or be amended, following negotiation, with the Headteacher, in light of changing national, local and school agendas.

Health and Safety

The post holder will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

The School (and the Local Authority) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

PERSONNEL SPECIFICATION

POST TITLE: Headteacher's PA

PERSONAL SPECIFICATION ESSENTIAL REQUIREMENTS: It is essential that the candidate should be able to demonstrate the following criteria for the post, within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method Of Assessment (MOA) – A = Application Form AS- Assessment I = Interview C = Certificate

Skills Required	MOA
Able to communicate effectively with a wide range of people, including sensitive and complex information	A/ I/AS
Able to manage and maintain effective information management systems	A/I/AS
Able to accurately source complex data information from a range of sources	A/ I/AS
Able to manage the continuous improvement of the service, including processes and procedures	A/ I
Able to prioritise own and team's work, to meet conflicting deadlines	A/ I/AS
Able to produce and present reports and data to leadership level	A/ I/AS
Knowledge required	MOA
Administrative procedures and practice and how they relate to Education	A/ I
Data protection/information management best practice	A/ I/AS
Managing sensitive and/or complex data	A/ I/AS
Marketing strategies and their application	A/I/AS
Experience required	MOA
Of dealing with complex queries from a wide range of people	A/ I
Of working in partnership with others to deliver work to set deadlines	A/ I
Of managing and developing a team	A/ I
Of managing customer focussed services	A/ I
Of participating in teams and using own initiative	A/ I
In the use of a variety of complex and specialist ICT applications	A/ I/AS
Managing Conflict	A/ I
Behavioural & Other Related Characteristics required	MOA
Commitment to continuous improvement.	A / I
Ability to understand and observe the School's Equal Opportunities Health and Safety and Safeguarding Policies.	A / I
Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development.	A / I

PERSONAL SPECIFICATION DESIRABLE REQUIREMENTS: It is desirable that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates are not required to meet all the Desirable requirements, however these may be used to distinguish between acceptable candidates.

Method Of Assessment (MOA) – A = Application Form T = Test I = Interview C = Certificate

Skills Required	MOA
N/A	
Knowledge required	MOA
Digital Marketing strategies and their effective use to target potential customers	A/ I/AS
Statutory Education Processes	A/ I/AS
Governance Arrangements	A/ I/AS
Experience required	MOA
Of extracting and analysing data from a range of sources	A/ I/AS
Of undertaking performance management reviews	A/ I

We are actively committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment. All appointments will be made subject to an enhanced DBS disclosure.

We promote diversity and want a workforce which reflects the population of Leeds.