



An All-through Co-operative School

“Making School Memorable by Striving for Excellence”

JOB DESCRIPTION

POST TITLE: Personal Assistant to the Headteacher
(to be based at the Upper School site)

GRADE: Scale P03, Spinal point 40 - 43

HOURS OF WORK: 40 hours per week, term time plus 5 inset days plus 10 additional days to be worked during school holidays as required

Flexibility to work additional hours as and when required. Full time position also negotiable

RESPONSIBLE TO: Headteacher

JOB PURPOSE

- To be responsible for the effective and efficient PA service to the Headteacher
- To be responsible for a full range of confidential secretarial, administrative and clerical duties to ensure the efficient and effective running of the Headteacher's work.
- To act as an ambassador for Preston Manor School and for the Headteacher at all times
- To support the headteacher in completion of his/her duties

KEY RESPONSIBILITIES

Ambassador to the school and Headteacher:

- Act as a first point of contact within the school for staff, parents, students, governors, other Headteachers, Brent Council and others seeking contact with the Headteacher.
- To provide and organise an efficient, professional and confidential secretarial and administrative service to the Headteacher including drafting of correspondence, reports, publications, presentations, notifications for the website, and other documentation.
- To be responsible for ensuring a high level of quality, professionalism and accuracy in all documents produced.
- To manage communications on behalf of the Headteacher and Senior Team as required by the Headteacher.
- To respond to queries on behalf of the Headteacher, including prioritising issues, investigating queries, preparing responses and resolving issues where appropriate.
- To foster links between the school and the local community.
- To manage the whole school email account (info@preston-manor.com) and the clerk to the governors email account (clerktogoverors@preston-manor.com)
- To maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils. Respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.

- To communicate with the LA, outside agencies, parents and the local community and to make contact with any other individuals who have business with the school.
- To attend occasional open evenings, prize giving and other school events as required.

Personal Support to the Headteacher:

- To be responsible for organising and maintaining the Headteacher's diary, including arranging appointments as appropriate and ensuring that he/she is adequately briefed on matters to be discussed, making all travel arrangements for the Headteacher, coordinating meetings and events.
- To assemble and prepare papers required by the Headteacher to attend meetings, arrange for reports to be prepared where required, or reply to requests for information.
- To ensure the maintenance of clear and effective electronic and paper filing, records and other systems and to keep them updated. Maintain confidential personnel files for staff as directed by the Headteacher.
- To provide care for Headteacher and his/her visitors, including the provision of refreshments, booking rooms and parking where required.

Range of confidential administrative duties:

- To handle all confidential correspondence with discretion, ensuring appropriate responses are sent within expected timescales.
- To undertake all matters relating to the exclusion of students.
- To collate information to produce draft references for staff and former staff members when requested.
- To arrange meetings and when required, take notes. Ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.
- To sort and prioritise all incoming post and emails.
- To liaise with relevant members of staff to draft appropriate outgoing correspondence and school documents that are the direct responsibility of the Headteacher.
- To carry out research for the Headteacher/senior management as required on the internet.
- To support the Headteacher and other senior managers in the organisation and detailed planning of special events.
- To manage and update confidential databases.
- To contribute to ensuring the school is compliant with GDPR

Professional conduct:

- To organise workload and prioritise on a daily basis using own initiative and knowledge of the work, with minimum direct supervision from the Headteacher.
- To demonstrate high standards of professionalism, confidentiality and commitment to Preston Manor School at all times

Line Management Responsibilities:

- If required line manage other staff in the school office as directed by the Headteacher.
- Liaise with the leadership team concerning priorities, deadlines, policies and procedures.
- Liaise with the Finance & Business Manager/Bursar, Head of Human Resources and Strategic Lead of Administration as appropriate.

*This is a description of the main duties and responsibilities of the post at the date of production. **The duties may change over time as requirements and circumstances change.** The person in the post may also have to carry out other duties as may be necessary from time to time.*

School Standards

Equal Opportunities

The school has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work. Preston Manor is an Equal Opportunities employer. We welcome applications from all sections of the community, irrespective of religion, race, age, colour, gender, sexuality or disability.

Health and Safety

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality, Data Protection

The school is committed to maintaining privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals' personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with highly confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection.

All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

All staff must comply with policies regulating the proper use of computers, email and the internet.

Safeguarding / Child Protection

The school is committed to maintaining appropriate professional standards at work and safeguarding children. The school's named person for **Child Protection** is **Caren Urbani**. It expects all staff to familiarise themselves with and adhere to the 'Code of Professional Conduct' and all safeguarding and child protection guidance, policies & procedures.

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

Any other duties appropriate to the role, as directed by the Head or a delegated representative of the Strategic Leadership Team.

General

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads.

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at management Head's discretion.

Roles and responsibilities within the Schools Support Services team may be rotated at appropriate intervals to ensure a range of administrative experience and appropriate CPD.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements and must comply with all General Data Protection Regulations (GDPR).

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed as and when required and it may be subject to modification at any time after consultation with the appropriate parties.