

Job Profile

Personal Assistant to the Headteacher

Salary Grade I point 28 (£12.94 per hour)

37 hours per week, 41 weeks per year

Usual hours of work: 8.00am – 4.00pm, Monday to Thursday, and 8.00am-3.30pm Fridays
Working during school terms, plus 10 days of the school holidays

Purpose of role: To provide a comprehensive secretarial and personal assistant service for the Headteacher

1. Secretarial service for the Headteacher and members of the Senior Leadership Team
2. Dealing with confidential matters relating to staff, students and parents
3. Liaison with outside agencies, and with Governors and Acorn Education Trust Governance Adviser
4. Liaising with, and supporting, members of Senior Leadership Team with specific school events
5. Human Resources and recruitment administration services
6. Maintenance of the school's Single Central Record and carry out Disclosure & Barring Service checks
7. Maintenance of Safeguarding/Child Protection files.
8. Minute taking of meetings
9. Oversight of School Reception and Hospitality services
11. First Aid Support in absence of School Nurse

Person Specification

- A highly organised individual who is able to effectively prioritise a demanding workload
- Able to demonstrate high levels of discretion and able to maintain absolute confidentiality
- Good general education, including GCSE English at grade C or above
- Sound IT skills and an aptitude to learn new skills
- Touch typist (min 70 wpm)
- A keen eye for detail and accuracy
- Able to work accurately at pace and to strict deadlines
- Team player with good interpersonal skills who is dedicated to providing an excellent standard of service to colleagues
- Experience of supervision of staff would be an advantage
- Holds a current First Aid at Work certificate, or is willing to undergo training

Kingdown School is part of the Acorn Education Trust



Acorn Education Trust