



PARK VIEW  
Thrive

# Recruitment pack: Personal Assistant to the Headteacher & Associate Headteacher

(Outer London Pay – PO2)

52 Weeks



#CareerswithaView

For more information on careers at Park View contact:  
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We know that a school is only as good as its team.  
Park View is dedicated to providing every staff member  
with an environment in which they can flourish.

To achieve this we are committed to three core principles that underpin how we offer our staff a career to enjoy and be proud of. The principles are:

- Inspire – supply an inspiring environment for staff to thrive and develop professionally and personally.
- Nurture – provide the opportunity to plan a successful career path.
- Develop – We understand that we have a responsibility to provide all staff with the resources and support to accumulate the experience and skills needed to fulfil your true potential.

## Supply an inspiring environment for staff to thrive and develop

We recognise the importance of providing our staff with an environment where they are motivated, supported and valued. We have worked diligently to create an atmosphere where people are actively encouraged to ask questions and seek support, whilst also being provided with the freedom to explore opportunities that can bring real, positive change to our students' education. By joining us you will flourish as part of a successful, supportive and vibrant team where no two days are ever the same.

## Nurture a successful career path for all employees

We empower our staff to have a strong outlook on their role at Park View and to play an active part in developing their own career path. You will be supported to build your career vision and aspirations by your line manager, who will be responsible for ensuring you are on track to achieve your goals.

## Provide accessible development opportunities to staff at all levels

We know that we have a crucial part to play in providing you with the resources and support to accumulate the experience and skills needed to fulfil your true potential. With this in mind, we invest heavily in all our staff throughout their time with us, providing them with relevant development opportunities to match their personal career paths, to ensure that aspirations become a reality.

**“Here at Park View you are encouraged to take responsibilities to help further your professional development.”**  
Lucie Hiron, English Teacher



# A View from the Top



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Park View is committed to standing out from the crowd as an industry-leading employer. We are committed to providing you with a benefits package that you won't find elsewhere and demonstrates that your job satisfaction is crucial to us.

We understand that the mental and physical welfare of our team has a direct impact on the quality of education we can provide our students. We also understand that pressures from outside of work may also have a bearing on staff wellbeing. This is why we have created a benefits package designed to support you, not just inside of school but outside as well.

From discounted gym membership to free counselling, and from our dedicated wellbeing team to staff socials, we create an environment where employees can thrive in a high performing team. We pride ourselves on being an outstanding employer, and giving everyone who works with us a 'View from the Top'.

## Unique benefits

- A right to a generous special leave allowances including dependency leave, carer leave and compassionate leave if required.
- Enhanced maternity, adoption and paternity pay and leave.
- 'Eden Red' childcare vouchers.
- Tax free bikes via Park View's cycle to work scheme.
- Interest-free loans for travel season tickets.
- Free eye test every two years for all, or every year once over the age of 50 and a contribution to the cost of your glasses.
- Heavily subsidised membership with Fusion Gyms.
- Inner London weighting pay rate.
- Free staff social events throughout the year.
- Subsidised healthy meals available.
- Park View is located next to an award-winning park, which includes an open recreation space, a managed garden, tennis and basketball courts.
- The surrounding area has a wide range of multicultural cuisine available.

## Professional benefits

- New members of staff can expect a thorough induction programme.
- A dedicated member of staff acting as a mentor will assist with identifying training needs and development opportunities.
- A free, confidential staff advice and counselling service is available 24 hours a day, 365 days a year to all members of staff.
- Each department has its own work space for every subject area.
- An enthusiastic wellbeing team who arrange great team building and rewarding activities for staff.
- Teachers' pension scheme.

**"The multicultural cohort at Park View builds an ethos of community and cohesion, while also working alongside staff who have a genuine passion for teaching." Alen Duvarciyan, Assistant Head**





## Personal Assistant to the Headteacher & Associate Headteacher

We are looking to appoint an enthusiastic and talented individual to take on this important role.

### Main duties and responsibilities

- To provide a confidential personal assistant provision to the headteacher and associate head (the headteachers), carrying out a full range of secretarial and administrative tasks and managing the efficient running of their diaries and daily routines.
- Prepare the headteachers for all meetings by collating reports and all relevant documents and briefing them in advance of the meetings as required.
- Manage the agendas for all SLT meetings in conjunction with the headteachers and share with SLT.
- Attend weekly SLT meetings, take minutes and coordinate all actions.
- Oversee the Headteachers' email inboxes and calendars, producing emails, letters and responses as required.
- Manage school email inboxes, dealing with complaints and any other enquiries raised by the community.
- Set the agenda for whole-staff meetings, take minutes of the meetings and share with all staff.
- Take written minutes of meetings when requested by any member of the Senior Leadership Team, Governors and HR.
- Produce and manage all confidential correspondence and reports including legal papers as required.
- To maintain filing and accurate record keeping in both electronic and/or paper-based forms, under the direction of the Headteachers
- Deal with all telephone enquiries, personal enquiries, press enquiries and Local Authority contact efficiently and effectively.
- To service and support all meetings as required (e.g., refreshments, resourcing, recording, online meeting links etc.).
- Manage the catering requirements of all Headteachers and governors' meetings and away days.
- Coordinate and manage Governors' meetings and away days, in conjunction with the clerk to the governors.
- Manage the administrative support for the annual process of the performance management programme.

- To coordinate any logistical and administrative requirements of OFSTED inspections and school improvement partner visits.

- Any other duties as may be required, commensurate with the grade.

### Learning and Development

- Manage the organisation and delivery of any INSET days and staff training events.
- Coordinate any staff or Governors' "Away Days" and residential trips, as appropriate.
- Support HR manager in monitoring staff sickness records and the maintenance of absence records. Advise managers appropriately particularly about absence triggers and dealing with occupational health issues.

### School Reception Manager

- To manage the School Reception and all 'front of house' related matters.
- To coordinate reception cover from across the support teams as required.
- To cover reception duty as and when required.
- To organise appropriate training for the reception team to ensure that standards of service are always exemplary.
- Ensure safeguarding processes are rigorously followed by all staff and visitors.
- Ensure reception staff work in-line with the context of the values system of our school.

### Policies and Procedures

- To centrally maintain all school policies to ensure that they comply with legal and regulatory requirements and good practice, and that these are shared with the LA.
- Manage all policy holders in reviewing and updating these according to the planned review windows.

# Park View job description



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## Communication Manager

- To develop innovative strategies that promotes the school's vision and values with clear consistent information, displays and processes for all communication.
- Quality assure letters, emails and text messages sent from Park View to families and the wider community.
- Act as the first point of contact for staff, parents, governors, and other stakeholders looking to speak with the headteachers.
- Regularly maintain the school website, ensuring information shared is current. Delegate to teams when updates are required, and quality assure these.
- Manage telephone and face-to-face enquiries efficiently and in a professional and supportive manner.
- Welcome all visitors on behalf of the headteacher.
- Assist staff, parents, governors and other stakeholders with the information and support they need.
- Open and respond to the headteachers' post, passing on where necessary
- Manage all confidential correspondence to the headteachers.
- Develop written communication that's professional and upholds the school's vision and values
- Proof-read outgoing communication to ensure it's of the highest standard
- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts.
- To undertake training and development relevant to the post.
- Read and follow the relevant school policies.
- Undertake training required to develop in the role.
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy.
- Contribute to the safety of children and young people and protect them from harm.
- Provide administrative support for the wider senior leadership team when required.
- Maintain a high degree of confidentiality about issues concerning members of staff and pupils. Respond with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.

## General responsibilities common to all staff

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
- To comply and actively promote school policies, including Behaviour for Learning, Equal Opportunities and Health and Safety.
- To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it.
- To deal with all telephone and personal enquiries efficiently and effectively, in a way that promotes a positive image of the school.



## Personal Assistant to the Headteacher & Associate Headteacher Park View Person Specification

### Qualifications

1. Education up to degree level or equivalent professional qualification and/or relevant high-level experience.
2. GCSEs or equivalent qualification, including at least a grade 5 (grade C) in English and maths.

### Experience

1. Extensive experience of working as a secretary or personal assistant in a large organisation.
2. Successful experience of dealing with a range of complex and routine office tasks.
3. Experience of working to deadlines and monitoring work progress.
4. Experience of personal assistance to senior staff.
5. Good oral and written communications skills.
6. Ability to respond quickly and effectively to issues that arise.
7. Ability to plan, organise and prioritise to meet deadlines.
8. Ability to produce meeting minutes and documents of a high quality.
9. Ability to use own initiative and act accordingly.
10. Excellent attention to detail.
11. Ability to build effective working relationships with colleagues.

12. Understanding of data protection and confidentiality.
13. Understanding of safeguarding.

### Knowledge

1. Excellent working knowledge of Microsoft Office; and other school IT systems such as SIMS and NOVUS.
2. Knowledge and understanding of school OKRs.
3. Good knowledge of effective office systems and office management systems.
4. Accurate working knowledge of the school's HR policies and procedure.

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## Skills & Competencies

1. Excellent interpersonal, communications and numeracy skills.
2. Ability to work under pressure and to tight deadlines.
3. Ability to work in a sensitive environment maintaining high levels of confidentiality when necessary.
4. Good organisational skills including recording, monitoring and checking progress where key tasks are concerned.
5. Excellent secretarial skills, including the ability to take minutes of meetings.
6. Good understanding of effective team work and how best to create a good working atmosphere in the team.
7. Good written communication skills and the ability to support the drafting and proof-reading of correspondence and documentation.
8. Evidence of a personal commitment to professional development and the updating of job-related skills.
9. Be flexible and responsive to changing demands.
10. Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils.
11. Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.
12. Commitment to a team approach; exchanging ideas and providing support to colleagues where needed.
13. Ability to work under pressure and prioritise effectively.
14. Commitment to always maintaining confidentiality.
15. Commitment to safeguarding and equality.
16. Embraces change well.
17. Deals with difficult situations effectively.
18. Patient, flexible and adaptable, meticulous and conscientious.