



Park High School Job Description

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Post Details:	Executive Assistant to the Headteacher (maternity cover)
Responsible to:	Headteacher
Scale:	H9 Term time plus 2 weeks (w/b 17 and 24 August 2020)

JOB OVERVIEW

Responsibility for providing administrative support to the Headteacher, Governing Body, SLT and other duties to ensure the smooth running of the school.

Key Responsibilities:

- Management of the Headteacher's diary
- Taking all telephone calls for the Headteacher and prioritising and redirecting as necessary
- Dealing with enquiries from parents, students, staff and external agencies
- Management of the complaints process and setting up governors' appeals for complaints and the discipline committee
- Preparation of whole school letters and other correspondence
- Maintenance and updating of school calendar including updating the website
- Assisting the Headteacher with the production of the school and sixth form prospectuses
- Assisting the Governors to prepare and despatch agendas, minutes, review and planning papers and policies
- Preparing letters on behalf of the Chair of Governors
- Organising accommodation and refreshments for Governors meetings, parents evenings other school events
- Line management of some office staff as required
- Management of school answer phone and email when working out of term time
- To carry out duties and responsibilities commensurate with the post necessary for the smooth running of the school as required by the Headteacher.

In general, the role will primarily consist of:

Providing support to the Headteacher

To be responsible for the efficient running of the Headteacher's office.

To 'gate keep' on behalf of the Headteacher, being the key liaison with staff, students, parents and external organisations.

To use all forms of media and communication to build, promote and maintain the reputation of the school.

To monitor on behalf of the Headteacher, the timely and appropriate completion by senior teaching staff of all required Performance and Line Management documentation.

To coordinate, promote and maintain (based on annually published national criteria) a shared support network with comparable schools/Headteachers.

To undertake research, and to summarise information as requested.



To foster community relations through school events and through involvement in community initiatives.

To recognise and where possible promote and develop inter-school relationships with fellow Personal Assistants performing similar responsibilities within comparable organisations.

To facilitate the betterment of duties by undertaking training and development commensurate with the role.

Provide a full range of advanced secretarial services for the Headteacher, including dictation, minute taking, filing, and any other required duties.

Screen and prioritise all incoming correspondence (including emails, telephone calls and letters), providing the Headteacher with necessary information to assist with replies and drafting responses where appropriate.

Sort and distribute incoming mail to the necessary / relevant parties across school and ensure all statutory returns are coordinated and deadlines met.

Remain conversant with the Headteacher's workload on an on-going basis, managing the diary to ensure that urgent and/or important appointments are given priority and efficient use is made of the Headteacher's time.

Providing all paperwork for meetings in advance including liaison with relevant staff to avoid potential clashes, using initiative to reprioritise changing commitments, and taking immediate action by ensuring critical issues are immediately referred to appropriate personnel.

Receive and welcome visitors to the school on behalf of the Headteacher in a professional manner, providing refreshments as required, being highly courteous and effective at all times.

Coordinate travel arrangements for the Headteacher.

Use latest technologies to provide a comprehensive ICT support for the Headteacher, leadership and governors.

Providing support to the Governing Body

To work with the Headteacher, the Chair of the Governing Body, and the Clerk to the Governing Body, to maintain the policy review schedule and Governing Body calendar/agendas.

Produce a wide range of detailed, complex or specialist documents to high standards of accuracy within tight timescales ensuring that the needs of governors are met.

Undertake the role of Company Secretary

Providing support for the school

To be a member of the Senior Support Team (the SST) and regularly attend SST meetings.

Act as a first point of contact within the school for staff, governors, parents, neighbours and others seeking contact with the Headteacher

Support in some HR functions which will involve liaising with the HR Officer

Use of the SIMS database and produce reports as and when required

Acknowledge the need for and practice the highest standards of confidentiality, in regard to handling sensitive information pertaining to students, staff or organisational matters / issues

Liaise with senior management concerning priorities, deadlines, policies and procedures

Liaise with the Business Manager and Facilities & Operations Manager regarding the management of facilities; supporting the organisation in the marketing and promotion of its activities, to enhance and support the service delivery

Provide support in the production of a comprehensive staff handbook for all staff

Provide support in the production of the Headteacher's report to governors

Provide support in the production of marketing material including the school prospectus



Contribute to the completion of whole school administrative priorities at key points in the school calendar

Ensure systems for whole school diary management, communication, organisation of meetings and minute taking are delivered as required

Liaise with external agencies as and when required

Undertake administrative/whole school /reception duties as and when required

HR

To manage reports regarding sickness absence for all staff, send reminders to Line Managers with absence report for return to work meetings.

To provide administrative support during HR meetings including; grievances, investigations, competency and capability, sickness absence and disciplinary procedures.

To review, identify and set up training for support staff following Performance Management.

To provide reports as required to Governors.

Keep the school HR policies up to date and inform staff of any updates.

Attend HR provider updates, briefings or any required training.

Assist the HR Officer with the recruitment process, including:

- Advertising
- Liaison with agencies
- Interview schedule organisation
- Candidate communication

Other duties

Play a full part in the life of the school community, supporting its ethos, encouraging and ensuring staff and students follow this example, including representing the school in a professional and positive light at all times and to all stakeholders

Engage actively in the performance review and development process, including undertaking the role of appraiser for identified staff

Be fully compliant with the school's safeguarding policy and contribute to the safety and supervision of students on site

Maintain the highest level of confidentiality at all times

Strong commitment to furthering equalities in both service delivery and employment practice

To undertake duties as specified by the Headteacher not mentioned in the above.

To comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in the job description.

Accountabilities:

Comply with the requirements of and act in accordance with the school's policies, not solely but including:

- Child Protection/Safeguarding
- Health & Safety
- Code of Conduct