



JOB DESCRIPTION

Post: Personal Assistant to Headteacher
Responsible to: Headteacher/Director of Operations
Salary Scale: Scale 5 Point 12 – 15 (£33,291 - £34,779)
Hours of Work: 35 hours per week (8am – 4pm), all year round, to include some additional out of hours work with time off in lieu.

26 days Annual Leave. Annual Leave to be taken predominantly during periods of school closure, at times where there is minimal impact operationally to the smooth running of the school. All Annual Leave to be agreed with the Headteacher prior to arrangements being made.

Main Duties

- To provide administrative and organisational support to the Headteacher.
- To maintain a high degree of confidentiality with regard to issues concerning members of staff, students and other outside agencies.
- To be a point of contact for the Headteacher and liaise with staff, students, visitors and external agencies in a professional manner. To take accurate, detailed telephone messages for the Headteacher and relay in a timely manner.
- To deal with routine and non-routine correspondence relating to the Headteacher and the Chair of Governors.
- To distribute literature to staff when requested to do so by line manager(s).
- To maintain the Headteacher's Microsoft Outlook diary, arranging meetings and appointments as required.
- To ensure the maintenance of a clear and effective filing system, of both electronic and paper documents and to keep them updated.
- To maintain staff files, ensuring filing is up to date and accurate and files held are secure with only access allowed to appropriate staff.
- To type suspension letters on behalf of the Headteacher, maintain exclusion and suspension data and contact parents and other professionals where directed.
- To minute occasional meetings, including SLT/HoDs and SLT/HoLs. To distribute agendas for all SLT meetings, type minutes of weekly SLT meetings and distribute in a timely manner.
- To input Leave of Absences and other information onto the school calendar.
- To maintain staff absence data.

- To assist the Headteacher with the preparation of letters, interview questions and other paperwork related to the recruitment process.
- To manage bookings for the Meeting Room and Ground Floor Hub, liaising with relevant staff to avoid clashes.
- To attend occasional open evenings, awards evenings and other school events as required, at The Urswick School.
- On occasional basis, to undertake tasks shared by other members of the support staff i.e. scribing for examinations, accompanying students on school trips (supervised by a member of the teaching staff), accompanying a student to hospital.
- To substitute for the Clerk of The Governing Body in their absence primarily minuting meetings.
- To assist during closure periods with general administration tasks in the school office when pressure of work permits.

Selection Criteria

- A relevant degree (applications from School Alumni are welcome).
- Good working knowledge of Microsoft Excel, Word and Outlook.
- Fast and accurate word processing skills with a good standard of English and grammar.
- Effective communication skills:
 - a. Spoken: to deal with a variety of people at all levels from within and outside the school, both in person and over the telephone, in a confident manner.
 - b. Written: to record accurate telephone messages and respond to emails in a professional manner.
- Ability to take minutes at meetings, record agreed outcomes and follow up on any agreed actions.
- A willingness to undertake relevant training in order to assist personal development and enhance the duties of the post.
- Ability to remain calm and meet predetermined deadlines whilst working in a pressurised environment.
- Ability to work as part of a team as well as independently with minimum supervision.
- Ability to manage own workload.
- Experience of working in a complex organisation.
- Knowledge of the school's context or experience of working in an inner-city environment.

- Conscientious and good organisation skills.
- Attention to detail.
- A commitment to the School's Equality and Diversity Policies.
- A commitment to safeguarding and knowledge of 'Keeping Children Safe in Education'.
- A willingness to work in a Church of England School and fully support the Christian ethos of the school.
- First Aid certificate or willingness to obtain.

The duties outlined in this Job Description will be reviewed regularly with you, to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility. It is not a comprehensive statement of tasks, but sets out the main expectations of the school in relation to your professional responsibilities and duties.

Given the highly specialised nature of this role and its crucial importance in the smooth running of the school, the normal notice period of one month is varied to two months to allow adequate time for recruitment and handover.

Signature of Employee

Print name: _____ Signature: _____

Date: _____