



Maiden Erlegh Trust
Job Description

Role	Personal Assistant to the Headteacher / Office Manager	School/Department	Maiden Erlegh School in Reading
Grade	Grade 7. SP25	Reports to	School Business Manager Dotted line into Headteacher
Job Evaluation Code	MEC010	Hours of work	37 hours per week, TTO plus 4 weeks (including all school INSET days). Holiday not to be taken in term time.

Purpose	<p>To provide efficient, effective and confidential support to the Headteacher and other members of the Senior Leadership Team.</p> <p>To work closely with the School Business Manager and Deputy Office Manager in managing the school office, office administrators and receptionists, provide administrative support to teaching staff and assist with the development of administration processes and systems.</p> <p>To provide excellent customer service to all of the school's stakeholders</p>
----------------	--

Scope	Main contacts: teachers, support staff, students, parents, governors, visitors	Staff responsibilities: Yes	Financial accountability: Budget holder for admin expenses
--------------	--	---------------------------------------	--

Key accountabilities	<p>To maintain and promote high quality customer service in dealing with all stakeholders.</p> <p>To work with the SBM on the delivery of the admin team development plan and to line manage the admin and reception teams.</p>
Main duties and responsibilities	<ol style="list-style-type: none">1. Provide a full range of administrative support to the Headteacher and other members of the senior leadership team2. Act as a line manager and supervise the office administrators and reception staff, carrying out induction training, appraisals and any performance or absence reviews3. Supervise the day-to-day administration duties within the school office, including correspondence, telephone calls, letters, reports, reception cover, confidential correspondence etc4. Develop and maintain effective communication links between school and parents5. Maintain the SIMS/other MIS student database in respect of student data.6. Be responsible for student admissions administration, including Year 7 intake and working with local authorities' admissions teams7. Co-ordination of production of school prospectuses and attendance at marketing events as appropriate8. Advise and work with the senior leadership team to develop new and smarter ways of working9. Work with the SBM and Trust HR team on aspects of HR administration, including the production of letters and arranging of interviews10. Work with the SBM in areas of compliance, including processes relating to the Single Central Register and visitor management

	<p>11. Provide assistance to the exams and SLT teams to deliver exam results to students in August, as required and agreed in advance</p> <p>12. Attend training, updates and network meetings as appropriate</p> <p>13. Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.</p>
Other requirements and responsibilities	Enhanced DBS clearance required.
Structure chart	<pre> graph TD SBM[School Business Manager] HT[Headteacher] PA[Personal Assistant to Headteacher/Office Manager] DOM[Deputy Office Manager, Administrators, Reception] HT -.- PA SBM --- PA PA --- DOM </pre>



Maiden Erlegh Trust Person Specification

Role	Personal Assistant to the Headteacher / Office Manager	School/Department	Maiden Erlegh School in Reading
Grade	Grade 7	Job Evaluation Code	MEC010

Qualifications, training and education	<ul style="list-style-type: none">• NVQ level 3 or equivalent• First Aid qualification or the willingness to undertake training
Experience	<ul style="list-style-type: none">• Knowledge of the roles, responsibilities and procedures of the Headteacher, the Governing Body and the local authority.• Line management.• Excellent keyboard skills, working knowledge of MIS packages and MS Office.• At least 2 years' experience in a similar environment.• Experience of working within a busy, diverse environment
Skills and abilities	<ul style="list-style-type: none">• Strong attention to detail.• Ability to relate to students and parents/visitors.• Good communication skills both written and oral.• Good organisational skills – able to prioritise workload.• Able to identify peoples' needs quickly and deal effectively with enquiries.• Tact, diplomacy, confidentiality and sensitivity.• Ability to set up and maintain record and filing systems.• Ability to work to tight deadlines.• A flexible approach to work.• Reliability and a sense of responsibility.
Requirements specific to the role	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p> <p>To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.</p>

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.

Signed: _____

Date: _____

Post holder