**Beavers Community Primary School**

**Job Description**

**JOB TITLE: PERSONAL ASSISTANT TO HEADTEACHER**

**HOURS:** 36 hours per week, 39 weeks, Details of working week to be agreed with the Headteacher

**REPORTS TO:** The Headteacher, who has overall responsibility for the school and /or her deputies & assistant headteachers.

The Office Manager for day-to-day admin.

**JOB DESCRIPTION**

**PERSONAL ASSISTANT DUTIES**

1. To act as Personal Assistant to the Headteacher (whilst remaining part of the school administration team), ensuring that the Headteacher is kept informed of all current issues within the school.
2. To be responsible for assisting the Headteacher with all diary arrangements through the creation of an effective diary management system.
3. Acting as point of contact for arrangement of meetings between Headteacher, Local Authority and external agencies.
4. Arranging collation of all relevant documentation to support Headteacher meetings.
5. Ensuring arrangements are in place for all Headteacher offsite activity, ie. specific requirements advised for courses, booking of accommodation, route planning etc.
6. To be able to access information for the Headteacher as necessary and obtain all information required in the support of her work.
7. To forward think and plan in advance in support of Headteacher’s workload.
8. To monitor the headteacher e-mail account; filter messages, maintain consistent mailbox size.
9. To undertake project work and related activities as directed by the Headteacher

**PRINCIPAL ADMINISTRATION DUTIES AND RESPONSIBILITIES**

1. To carry out basic clerical duties (e.g., distribution of post/filing/taking meeting minutes/photocopying).
2. To ensure that the headteachers office is well presented and effectively organised at all times.
3. To undertake telephone duties, receiving and passing on messages and making telephone calls as appropriate. To deal diplomatically and efficiently with telephone enquiries and visitors to the school.
4. To undertake typing/word processing duties; including letters, meeting minutes, curriculum documentation, appointments administration, etc.
5. To download and distribute e-mail and surface mail.
6. To undertake reprographic work as dictated by the needs of the headteacher.
7. Manage verbal and written communications on behalf of, and in conjunction with the Headteacher; ensuring the highest quality presentation of documents which should reflect the school’s ethos.
8. To draft and type correspondence, reports and other documents for the Headteacher, Senior Leadership Team and Teachers.
9. Be the point of contact for the headteacher, dealing with all third parties and taking all calls relating to the Headteacher. To use judgement to deal with visitors to the Headteacher who arrive without appointments.
10. To assist in preparing Health and Safety forms, including accident report forms.
11. To participate in training courses as appropriate to the post.
12. To ensure that hand-over procedures to other office staff are carried out efficiently.
13. To carry out adhoc instruction as directed by the Office Manager and Finance Officer, providing support when requested.
14. To work in a safe and responsible manner paying attention to all Health & Safety procedures operating within the school.
15. This job description describes the way the post holder is required to complete and perform the duties set out above. These duties may be varied from time to time to meet the changing demands of the school at the discretion of the Headteacher and following consultation with you. This job description does not form part of the Contract of Employment.