**FIR VALE ACADEMY TRUST**

**Job Description – Headteacher’s Personal Assistant**

Grade 6 £25,801 - £29,636 FTE

Actual Salary £ 23,197 - £26,645

37 hours per week – TTO plus 2 weeks (Actual times to be agreed with Headteacher)

As the Headteacher’s PA you will work closely with our Headteacher and the Senior Leadership Team. Applicants must have exceptional organisational and literacy skills and the ability to multi-task. Given the nature of the role you must be able to adapt to rapidly changing circumstances and have the ability to re-prioritise throughout the day.

**Duties & Responsibilities**

* To manage the Headteacher’s diary, appointments and commitments
* To act as ‘gatekeeper’; filtering visitors, telephone enquiries and requests as appropriate ensuring that urgent matters are identified and dealt with promptly using tact and discretion
* To be able to deal with tricky and sometimes difficult parental situations with empathy, understanding, compassion and sensitivity
* Read, acknowledge and act upon all incoming post, emails and calls for the Headteacher’s attention
* Ensure that all persons wishing to contact the Headteacher receive a professional response
* Ensure the Headteacher is able to fulfil her commitments in a timely fashion, organising her day to day time management
* Typing of confidential documents, reports, letters etc
* To manage the provision of hospitality to visitors and governors
* Liaise with the Clerk to the Governors re: forthcoming committee meetings, agendas and additional meetings (when required)
* Typing of Governor related documents (when required)
* To attend all briefing meetings, taking notes, transcribing notes and circulating to all members of staff
* To attend all SLT meetings, taking notes, transcribing notes and circulating to all members of the SLT
* To undertake general administrative duties for the School including supporting other teams
* To contribute to team working by supporting colleagues across the school
* To contribute to the overall ethos/work/aims of the school
* To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* To participate in training and other learning activities as required
* To comply with the School policies and procedures at all times
* To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
* To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the post holder

**Key Results Areas**:

Efficient and effective service provided characterised by clear, accurate work, meeting deadlines and working under pressure, successful task completion, confidentiality and the ability to work on your own initiative

Efficient and effective use of media equipment and software

Involvement in professional development activities beneficial to yourself and the school

**Time Limited Tasks**

These will be agreed from time to time as appropriate with the Headteacher or Line Manager. Such tasks will be associated with the development of, rather than the maintenance of, the school and its processes and systems.