



JOB DESCRIPTION

POST: Personal Assistant (PA) to the Co-Headteachers

GRADE: Grade 5/6, Point 12 - 29 (Dependent on Skill Set and Experience), 37 hours per week, Term Time Only + 2 weeks

Revised: May 2021

Job Purpose:

To provide a personal, effective and efficient secretarial and administrative service to the Co-Headteachers and other members of the Leadership Team, as required.

Description of duties and responsibilities:

1. Provide a highly confidential, efficient secretarial and administrative service to the Co-Headteachers, utilising typing skills and Microsoft packages, including Word, Excel, PowerPoint, e-mail, Internet and SIMS. Ensure that the Co-Headteachers are fully informed on all matters coming into Co-Head's Office. Show a flexible approach to new technology, learning and utilising new and existing packages.
2. Ensure the Co-Head's diary commitments are frequently updated, checking details of appointments, reminding of commitments, researching and collating relevant paperwork prior to meetings, including travel warrants, maps, etc. Organising commitments on behalf of the Co-Heads, making decisions about changing commitments and prioritising as necessary.
3. Provide administrative support to the Leadership Team, on highly confidential and sensitive matters.
4. Prepare and assist in the preparation, checking and collation of reports, Co-Head's letters, minutes of Committees, Governors' meetings and reports, including attendance at evening meetings, as required.
5. Develop a broad knowledge of the School as a whole, so as to be an effective information base for the Leadership Team, whilst at the same time maintaining confidentiality and making decisions as to the information available to appropriate sources, both within and outside of the School.

6. Handle and screen telephone calls, correspondence and e-mails, coming into the Co-Head's office, making decisions as to who should deal with the caller or query, or deal with it personally. Seek and provide information and answer queries on behalf of the Co-Headteachers.
7. Liaise with staff, parents, Governors, members of the Education department and outside bodies on behalf of the Co-Heads and on a range of issues, providing and receiving information.
8. Greet and receive visitors to the Co-Head's office providing hospitality for meetings, as required.
9. Liaise, on behalf of the Co-Headteachers, with feeder Schools other Coventry Schools, concerning various matters and future developments.
10. Provide a link between the Co-Heads and Leadership Team and members of staff, Coventry City Council, Councillors, Members of Parliament, Police, service providers and users, etc.
11. Provide a link between the Co-Head's office and other agencies, specifically Police and Social Services concerning child protection matters. On behalf of the Co-Headteachers, assist in interviews with students concerning child protection matters, by acting as an adult witness.
12. Sort incoming mail, deal with correspondence, drawing items to the Co-Headteachers attention and drafting replies as appropriate.
13. Set up where required, and maintain, the Co-Head's filing systems (paper & electronic) ensuring they are kept up to date and accurate. Maintain confidential personnel files.
14. Take minutes at meetings, as requested by the Co-Headteachers.
15. Assist in the collating the Staff Handbook.
16. Assist with the compilation of School publicity documents including Parents' Evenings and Open Evening and organising adverts in local press.
17. To be involved in keeping school website compliant and up-to-date and key information circulated to parents.
18. Assist with the preparation of information for DfE visits, OFSTED inspections, etc.

19. Take weekly minutes from Leadership Team meetings taking follow up action, as required.
20. Liaise with local and national media on behalf of the Co-Headteachers, advertising of Academy achievements and good news items.
21. Liaise with the local bus companies on all matters relating to the provision of school transport. Be responsible for booking the school transport, altering times as required.
22. Organise seminars and conferences, including booking venues, equipment, speakers, refreshments, etc., arrange and reproduce appropriate paperwork and literature. Arrange meetings, preparing the agenda and taking minutes, as required.
23. Provide cover to other areas of administration during the School holidays.
24. Receive complaints from parents and local residents. Deal with, as appropriate.
25. Assist where possible with general clerical duties as requested by the Administration & Information Manager.
26. Set up for Governors' Meetings.
27. Assist in the distribution of GCSE & 'A' Level result on exam results day.
28. Show a flexible approach to new technology, learning and utilising new and existing packages.
29. Undertake any necessary training deemed necessary by the Administration & Information Manager.
30. Provide cover for other colleagues, as directed by the Administration & Information Manager.
31. Any other duties and responsibilities within the range of the salary grade.