Purpose of Job:

- To provide a confidential and personal service to the Headteacher
- To maintain the efficient running of the school office, acting as a personal assistant to the Headteacher and administrative service to other staff
- To be a prime point of reference for pupils and parents if they require information or have a concern
- To liaise with other school staff and others outside the school, particularly parents, professional associations and the local community, in a highly professional manner and representing the high standards of the organisation
- To contribute to the overall ethos, work and aims of the school. Appreciating and supporting the role of other professionals, and establishing constructive relationships

Principal accountabilities:

- To organise and manage the Headteacher's day, ensuring she is well prepared for the daily schedule
- Be the point of contact for the Headteacher, dealing with all third parties and taking all calls relating to the Headteacher
- Undertake a diverse range of secretarial and administrative duties for the Headteacher; keeping the diary,making arrangements and carrying out general office duties and to ensure well-presented and accurate correspondence, reports and other documentation
- Maintain and update the Headteacher's online diary, arrange and prioritise meetings as necessary and ensure that the Headteacher is appropriately briefed and organised with the necessary paperwork and information
- Provide a first point of contact for pupils and parents at the front desk to deal with any problems that arise in the first instance or refer them on to ensure that problems are dealt with effectively.
- Produce and distribute all letters/correspondence to parents (hard and soft copy)
- Import and Export data
- Ensure personal knowledge of new and updated administrative software is kept up to date
- Preparing and collating the children's end of year school reports and distributing to timeline
- To regularly check emails, correspondence and appointments to ensure the Headteacher is kept informed at all times
- Complete the school census in accordance with the LA deadlines
- To set up the parents evening booking system, and correspond with parents regarding parents' evening
- To keep HR files updated
- Update the academic calendar and timetables for staff appraisal and all other documents relating to the Headteacher

Personal Qualities:

- Trustworthy
- Highly efficient and well organised
- Meticulous attention to detail
- Excellent communication skills – verbal and written
- Always maintaining confidentiality.
- Excellent interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse possible confrontational situations, as well as make people feel positive and included
- The capacity to remain calm and to cope with the unexpected.
- Excellent attendance and time keeping record
- Committed and enthusiastic
- Confident, positive and flexible attitude.
- Positive mind-set
- Willingness to learn and to deliver excellent service
- Love of working in an environment that is centred on children
- Jolly disposition and sense of fun

Essential skills & knowledge

- Highly effective written and verbal communication skills – ability to compose letters accurately
- Highly proficient word processing and Excel skills
- Working knowledge of data collection
- Ability to work on own initiative and make decisions
- Ability to work as a member of a collaborative team
- Excellent organisational and planning skills
- Ability to relate to all personnel and children within the school environment
- Ability to approach all confidential matters with discretion, sensitivity and diplomacy, preserving the integrity of school information and complying with the requirements of the Data Protection Act
- Proof reading
- Ability to make a good cup of tea

Key tasks

- 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
- Update the academic calendar and timetables for staff appraisal and all other documents relating to the Headteacher
- Receive post in all matters relating to the Headteacher and draft letters to staff, parents/carers and all other school stakeholders
- To open all incoming school mail and distribute to the relevant personnel and ensure the timely dispatch of all outgoing correspondence
- To oversee the arrangement, organisation and preparation of school events and receptions under the direction of the Headteacher.
- To provide reception and hospitality for the school visitors meeting the Headteacher
- Advise and assist parents with urgent sensitive issues and make arrangements for them to see a senior member of staff
- Cover reception duties, including dealing with complex issues and visitors as and when required
- Provide advice and guidance to staff, pupils and others
- Organise the administration of interviews and appointments and subsequent correspondence
- To manage the training log of staff and governors
- To liaise with governors and organise and file Governor minutes and correspondence
- To coordinate and manage school visits and relating risk assessments
- Carry out Risk Assessments as instructed by the Headteacher and maintain records as required
- Maintain and monitor security software, liaising with the relevant technical support
- Prepare information for external agencies as and when required e.g. school inspectors, auditors
- Comply with, and assist with the development of, policies and procedures

Desirable experience

Previous experience working in a school environment within administration

Experience of working as a Personal Assistant to a Senior Manager

Qualifications

Educated to at least A level, or equivalent, and have proof of a good pass in English and Mathematics GCSE

Full computer literacy – Microsoft Office: Word, Excel, Publisher, PowerPoint, Outlook and Internet

Sinai Jewish Primary School Person Specification: PA to the Headteacher			Method of Assessment		
	Essential	Desirable	Application Form	Interview	Task
Qualifications and Experience					
A good general level of education including passes in Maths and English GCSE or equivalent and excellent written and spoken English	/		/	/	/
The ability to type at a minimum of 60 words per minute with accuracy		/	/		/
Evidence of further higher level of education and/or professional development	/		/		
Experience of working as a Personal Assistant to a Senior Manager	/		/		
An understanding of the importance of effective documentation and record keeping	/		/	/	
Proven ability to work with a variety of people		/	/		
Excellent IT, secretarial skills and administration skills. Experience in using Microsoft modules eg Word, Excel, PowerPoint	/		/	/	/
Skills and abilities					
High levels of organisational skills and initiative	/		/	/	/
Effective communication, influencing and persuasion skills together with evidence of success in building and forming working relationships and working flexibly across professional and operational boundaries	/		/	/	
Ability to work collaboratively to review, develop and implement effective policies and procedures to meet organisational objectives		/	/	/	
Successful experience of using information systems, analysing and interpreting complex information and statistics and preparing and delivering briefings	/		/		
Good time management	/		/		/
Evidence of ability to promote and implement equalities and diversity considerations throughout the school		/	/		
Personality and Values					
Ability to maintain confidentiality and act with integrity	/		/	/	
A demonstrable commitment to Child Protection and Safeguarding Children	/		/	/	
A demonstrable commitment to equality of opportunity and educational inclusion	/		/		
Resilience, flexibility and the ability to retain a sense of perspective		/	/	/	
Self-motivated and pro-active	/		/	/	
Hold positive values and attitudes and adopt high standards of behaviour in a professional role	/		/	/	
Demonstrable practical skills in dealing with day to day changes in the work environment enjoying a varied work schedule	/		/		/
Ability to analyse situations and possible outcomes to establish the most effective course of action	/				/
Keeping calm under pressure	/			/	/