



# Highshore School

## Job Description

<b>Job Title</b>	Headteacher's personal assistant
<b>Grade and range</b>	Grade 6 - Spine Points 9-19
<b>Reports to</b>	Headteacher

<b>School Name</b>	Highshore School
<b>Hours</b>	36 p/w
<b>Working pattern</b>	All Year Round Contract 5 days per week All holidays to be taken in school holidays.
<b>Supervises</b>	n/a

<b>Purpose and context</b>	<ul style="list-style-type: none"><li>• To provide a confidential and personal service to the Headteacher</li><li>• To support the Deputy Head as required</li><li>• To handle the admissions process through to enrolment and deal with prospective pupils and parents on admissions enquiries</li><li>• To handle and manage HR admin and personnel files</li><li>• General administrative tasks as required</li></ul>
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### Principal Accountabilities

#### Supporting the Head – Reporting to the Headteacher

##### Personal Support

- To manage appointments and plan the Head's personal and professional diary
- To handle queries, especially in the Headteacher's absence, and determine appropriate actions
- To exercise discretion in providing information both within and outside the school
- To manage emails, correspondence, writing letters, and taking dictation and minutes
- To produce high-quality school publications, policy documents, reports, and presentations as required
- To maintain confidential staff files, including personal information, performance management, and references
- To perform copy typing as required, including letters, minutes, and agendas

##### Communication

- To welcome and attend to visitors
- To assist people in a helpful and diplomatic manner
- To screen telephone calls, enquiries, and requests, handling them when appropriate
- To manage parent queries, determining necessary actions and responsible parties
- To produce the school's weekly bulletin and the annual and half-termly calendars

##### Admissions

- To arrange and prepare all prospective parent open mornings
- To follow up on communication with parents after visits and enquiries
- To organize Year 6 transition visits
- To organize the Year 6 parents' evening, preparing all paperwork beforehand and collating afterwards
- To organize all paperwork for in-year admissions

##### Pupils

- To collect and analyse data as required by the Headteacher
- To minute confidential meetings as required



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## **Staff Recruitment**

- To assist the Head in recruitment and selection procedures for all teaching and other posts
- To arrange interviews, obtain references, and collect monitoring data
- To create and oversee the maintenance of personnel files, ensuring all employee records are accurate, up-to-date, and securely stored

## **Governors**

- To minute Governor subcommittee meetings, specifically Curriculum subcommittees
- To respond to Governor queries and requests and organize Governor visits
- To organize refreshments and papers for Governor meetings
- To collect and collate information needed for the Headteacher's report
- To assist with typing, filing, and recording Governor policy reviews and Governor attendance

## **Supporting Staff**

### **SLT Support**

- To provide, as required, a confidential secretarial service to the Deputy Head
- To assist SLT members in organizing whole-school events

### **Office and Reception Duties – As Required**

- To receive and sort incoming mail for delivery to staff and post outgoing mail
- To assist in mass mailings as required
- To operate the school's switchboard, transferring calls, taking and delivering messages
- To maintain the school's electronic calendar
- To liaise with staff regarding appointments for professionals and parents
- To prepare information for parents, professionals, and Governors
- To cover other admin duties in colleagues' absence
- To prepare refreshments for meetings as required
- To work occasional additional hours as required, with pre-arranged notice

### **General**

- This list is not exhaustive and may include other tasks that arise from time to time within the remit of this role.

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## Person specification

### Personal Assistant to the Headteacher

Essential	Desirable
<b>Qualifications</b>	
Educated to Level 4 equivalent	Range of accredited office skills
<b>Experience</b>	
Extensive experience in office settings at a high level	Experience of working in a special school
To have worked in a school environment	Experience of assisting in HR matters
Experience of taking minutes (e.g., at governor's meetings)	-
PA experience	-
<b>Knowledge</b>	
High level knowledge of word processing, desktop publishing, spreadsheet and database packages	-
Willingness and ability to undertake training to enhance skills as identified by the school	-
<b>Skills &amp; Abilities</b>	
Ability to communicate with care and discretion with people at all levels	-
Ability to organise one's own tasks with minimum supervision	-
Ability to set and work to agreed targets	-
Ability to exercise sound judgement in prioritising and in escalating appropriately to the Headteacher	-
Excellent telephone manner	-
Excellent written and oral skills	-
Excellent interpersonal skills	-
Ability and commitment to work as an effective team member	-
High level of organizational skills, able to work under extreme pressure and to tight deadlines and to be flexible	-
Awareness of confidentiality and the ability to deal with issues sensitively	-