



Job Description

Job Role:	Personal Assistant to Executive Headteacher
Responsible to:	Executive Headteacher
Hours of Work:	Term time contract plus 10 days in the school holidays 37 Hours (Core hours of 8:00am-4:00pm) – A degree of flexibility around hours will be required: occasional early starts or evening events where attendance will be required. There will be the opportunity to work from home at least 1 day per week.

OVERALL RESPONSIBILITY

- To carry out responsibilities associated with the role of Personal Assistant to Executive Headteacher
- To attend meetings throughout the Trust, as required by the Executive Headteacher; the ability to travel between schools is, therefore, essential

Specific Duties

To provide the services of a confidential Personal Assistant to the Executive Headteacher. To lead and manage, by providing professional skills and technical capabilities, specialist subject knowledge and integrity whilst carrying out the role.

Under the general direction of the Executive Headteacher the post-holder has the following main duties and responsibilities:

- To be conversant with the Executive Headteacher workload and actively support them in discharging their role and achieving the School and Trust priorities
- Executive Headteacher's diary management using 'Outlook'; liaise with Executive Headteacher to ensure efficient time management
- Liaison with PA to CEO and other PA's to Associate Headteachers across all schools within the Trust
- Provision of executive secretarial support to include minute taking, typing correspondence, reports, note taking, agendas, emails, letters etc, as dictated or drafted
- To support Park Hall senior leadership team with weekly minuting of SLT meetings
- Ensuring efficient and effective record keeping and follow up on decisions including the timely production and circulation of agendas, minutes the noting of action points for a range of meetings
- Compile and collate papers, information, statistics, research and analysis for meetings and reports, ensuring all paperwork is available to the Executive Headteacher for meetings
- Administer incoming and outgoing post on behalf of the Executive Headteacher, responding on their behalf or drafting responses where appropriate/required
- Receive and prioritise incoming telephone calls and manage appropriately
- Respond to queries on behalf of the Executive Headteacher including prioritizing issues, investigating queries and complaints, preparing responses etc. Seek to resolve as many problems as possible using good judgement, proactivity and diplomacy
- Preparation of Executive Headteacher's reports to Governors and Trustees
- Work with school leaders to implement HR policies and practices to ensure smooth running of all personnel issues
- Use IT skills to organise and present information for reports in a variety of formats

- Provide hospitality for Executive Headteacher, visitors and members of SLT where directed
- Assist Executive Headteacher and SLT team in projects
- Assist in the organisation of Trust/school events
- Contribute to the development and continuous improvement of administrative processes
- To assist with the preparation and collation of paperwork and data for OFSTED inspections
- To be aware of, and adhere to, applicable rules, regulations, legislation and procedures eg. Equal Opportunities Policy, Staff Code of Conduct and national legislation (Health & Safety, GDPR)
- To show absolute confidentiality and discretion at all times
- To generate an environment of efficiency and provide a warm welcome at all times
- To role model team characteristics supporting and assisting other members of the Trust/school administration team

Qualities required:

- The ability to prioritise workload effectively and efficiently, completing high volumes of workload as and when demands require is essential. Availability out of hours is required e.g. Ofsted preparation and the attendance at formal school events.
- Show resourcefulness in dealing with competing deadlines and priorities in a busy school environment.
- Show a highly organised and calm professional attitude at all times showing a proactive not reactive attitude to the role.
- Complement high quality work using both MS Office in a timely and precise manner. Bring extensive secretarial and telephone skills to the role through previous PA experience.
- Show effective diary management to ensure there are no conflicting appointments building in appropriate meeting time and travel arrangements.
- Communicate effectively and professionally when engaging in all aspects of school life including to our parents/stakeholders/staff/students/Governors/police/press and Local Authority.

General Duties

- (a) To participate in arrangements made for the Appraisal under Academy Appraisal Policy.

Continuing Professional Development - Personal

1. In conjunction with the Executive Headteacher, take responsibility for personal professional development, keeping up-to-date with research and developments related to academy efficiency, which may lead to improvements in the day-to-day running of the academy.
2. Undertake any necessary professional development as identified in the Academy Development Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Compiled by: M Bull	Revision Number 1
Agreed by: D Burgess	Date : 18/11/2021