



OAKLANDS SCHOOL JOB DESCRIPTION

PERSONAL ASSISTANT TO HEADTEACHER AND WEBSITE ADMINISTRATOR

Scale: P01 – P02 POINTS 28 - 33

Responsible To: Headteacher

Responsible for:

The post-holder will not line-manage any particular member of staff as the nature of the position requires constant contact and liaison with all staff members of the school on behalf of the Headteacher

Purpose of Job

To perform an efficient and effective Personal Assistant role to the Headteacher and to provide administrative support to other members of the SLT.

Main Duties and Responsibilities

- To provide confidential liaison between the Headteacher, all staff and external contacts.
- To manage the Headteacher's correspondences, incoming and outgoing mail. and drafting of correspondences, calls, emails and enquiries
- To provide a full administration service to the Headteacher and SLT including typing and word processing, faxes, emails note-taking and collation of the work of the Headteacher.
- To be responsible for the upkeep of the Headteacher's diary, to arrange meetings, venues, and to take notes when appropriate.
- To be responsible for any travel, accommodation relevant to the Headteacher's and SLT external business
- To manage and oversee programmes for visitors
- To manage and oversee the production of newsletters, students and staff bulletins, commendation awards.

- To create and maintain an accurate filing and record keeping system.
- In liaison with the Headteacher and Clerk to Governor, to provide administrative support to the Governing Body, including the distribution of agendas, circulars and the co-ordination of meetings.
- To take minutes of meetings at Governing Body sub-committee meetings.
- To coordinate and undertake a variety of research assignments and report the findings to the Headteacher.
- To support the school office and staff in emergencies for cover for leave of absence
- To support and facilitate the Head in coordinating the International accreditation and activities for the school.
- Any other duties as required and commensurate with the grading of the post.

Website Administration

- Ensure that our website is of high quality
- Actively use information to market Oaklands
- Maintain Oaklands' website by ensuring that it aligns with our vision statement
- Work with colleagues (heads of department, pastoral leaders, SLT, extended schools & parents) to ensure that the website contents including text and photos are continually updated and relevant.
- Check website content to make sure it is up to date, accurate and conforms to copyright and data protection rules
- Where appropriate, liaise with School Website Company for web design and development.
- Liaise with the press at local and national level, where appropriate as directed by the Head.
- Liaise and coordinate with other office members in ensuring high quality content is maintained on all the pages of the website.
- Ensure that website is compliant with all statutory information that is required of the school.
- Be fully aware and comply with the new data protection regulations, when posting content on school website.
- Be responsible for continuous training of both self and other team members in website management.

Other General Duties

- To carry out any other duties commensurate with the grading of the post as requested, in the most effective, efficient and economic manner available.
- Participate in training and other learning activities and performance management and development as required.

- To comply with Health and Safety responsibilities as part of performing the role
- To have an understanding of the challenges and opportunities that relate to the changing needs of a maintained secondary school.
- Contribute to the overall ethos / work / aims of the School.
- Equal Opportunities: Be aware of and support difference and ensure equal opportunities for all.
- Support: Appreciate and support the role of other professionals.

This job description is not necessarily a comprehensive definition of the post. It may, from time to time, be subject to modification or amendment in consultation with the holder of the post and other relevant parties.

September 2022