

POST TITLE: Personal Assistant to the Headteacher and Executive Head of School	GRADE: 7; SCP 23-26
RESPONSIBLE TO: The Headteacher and Executive Head of School	

Responsible for: No direct reports

Purpose of role:

- Provide a confidential secretarial, organisational and administrative PA service to the Headteacher and wider Senior Leadership Team (SLT).
- Provide a professional, efficient and proactive HR administrative support service for the school, as required.

Principle Accountabilities:

Personal support to the Headteacher and Executive Head of School

- Provide a full personal secretarial, organisational and administrative support service to the Headteacher, including responsibility for maintaining confidential paper records and electronic filing system and for other support to ensure the efficient operation of the school.
- Proactively manage the Headteacher's diary, making appointments, co-ordinating visits and ensuring overall effective allocation of time.
- Remain conversant with the Headteacher's workload on an ongoing basis, whilst actively supporting the Headteacher in discharging day-to-day school matters and queries.
- Exercise judgement in dealing with the Headteacher's correspondence and telephone calls; using initiative to respond to routine queries; provide general information about the School as appropriate; and drafting correspondence for the Headteacher's approval.
- Deal proactively with all incoming and outgoing correspondence to and from the Headteacher.
- To act as first point of contact between all persons and organisations having business with the Headteacher; to receive and welcome visitors to the Headteacher in a professional manner and provide refreshments as required.
- Manage access to the Headteacher sensitively and appropriately.
- Provide support for a range of meetings, including the timely production and circulation of agendas and minutes, the noting of action points and following these up.
- Make any travel and accommodation arrangements for the Headteacher as appropriate.
- Produce and distribute LGC papers.
- Access, respond to and forward emails from the Schools' Email account as appropriate.
- Maintain accurate up-to-date filing and record systems for the Headteacher and SLT.
- To be a point of reference, contact and clarification, in the absence of the Headteacher, using personal initiative to ensure the school's business is progressed satisfactorily.
- Liaise closely, as appropriate, with other administrative staff to ensure coherence of approach and continuity.

HR support

- Working with the wider Trust HR team, administer the arrangements for school staff recruitment ensuring compliance with Safer Recruitment and in line with Trust policies, procedures and processes.

- Support recruitment by undertaking drafting advertisement copy and arranging advert postings, compiling application packs and monitoring applications received, planning and organising candidate shortlisting and interview content/activities with the recruiting manager, obtaining references and other relevant information prior to interview, coordinating interview days
- Support induction programmes for all staff as required
- Ensure school line managers are signposted to the correct approved process where they are planning HR related changes e.g., probation, increments, hours of work etc.
- Assist in ensuring personnel files (paper and electronic) are accurate for all staff
- Assist in ensuring the MIS Personnel database is accurate and up to date
- Assist in ensuring school statutory returns are actioned and completed e.g. Workforce Census
- Assist the Headteacher in the administration and coordination of referrals of staff to occupational health as required

Transition & Admissions

- Maintain the transition file and liaise with BANES Council on transition
- Support with the liaison with Primary Schools and with the operational setup of transition activities.
- Maintain the waiting list for students who want to join the school, liaise and support parents with regards to the waiting list and applications.
- Create and maintain the school's admissions pack
- Prepare documentation and facilitate SLT attendance at appeal meetings.

Support to SLT

- Provide practical administrative support to members of SLT, including arranging meetings, preparation and copying of papers, and supporting catering requests.
- Collate and maintain Stage 1 complaints log.
- Provide organisational support at key school events and Open Events, including Open Evening.

Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns.
- Remain vigilant to ensure all students are protected from potential harm.

General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in "The Futura Way".
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.
<https://www.gov.uk/government/collections/dbs-filtering-guidance> '

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification	Essential (E) or Desirable (D)
Education/Qualifications	
Minimum of 5 GCSEs (at C+ or equivalent) including English language and maths, or their equivalent	E
Qualifications at Level 3 (A Level or equivalent)	D
Qualified to degree level	D
Experience	
Minimum of 2 years administration experience in a demanding environment	E
Experience of working to deadlines and prioritising workloads	E
Experience of HR administration and working with HR processes, policies and procedures	D
Experience of working in a school and knowledge of school systems and processes	D
PA experience	D
Behaviours	
Able to demonstrate Futura values and how to live them in the workplace	E
Ability to deal with sensitive information with the utmost discretion and to maintain confidentiality at all times	E
Professional and approachable	E
Confident at problem-solving	E
Confident at following through on tasks and resolving enquiries	E
Pro-active and innovative	E
Positive attitude to change	E
Skills	
Ability to take accurate minutes in meetings and circulate quickly	E
Exceptional all-round administrative skills, including the ability to evaluate and contribute to the continual improvement of systems	E
Excellent planning, organisational and diary management skills	E
Excellent interpersonal skills and the ability to communicate confidently, intelligently and effectively both verbally and in writing with a range of stakeholders	E
Excellent telephone manner and the ability to handle queries sensitively	E
Strong ICT skills including proficiency in the full suite of Microsoft programs	E
Excellent attention to detail	E
Highly organised	E
Ability to prioritise and multitask	E
Attributes	
Committed to the Futura Learning Partnership's aims	E
Committed to Equality and Diversity	E
Committed to own continuing professional development	E
Other	

