

Personal Assistant to Headteacher/SLT

Responsible to: Headteacher with Business Manager as line manager

Grade: Grade 8 Pt 18-23 £24,982 - £27,741 pro rata (Actual £21,638 - £24,028)

Hours: 37 Hours per week, Term Time Only, plus an additional 5 days per annum

Main Purpose of Job:

- To follow Meadowbrook College procedures in safeguarding and child protection
- To provide an efficient, comprehensive and confidential support service to the Headteacher and to support the aims and ethos of Meadowbrook College
- To work sensitively and positively with staff parents/carers, pupils and key stakeholders and to carry out such other associated duties as are reasonably assigned by the Headteacher and Business Manager
- Work flexibly to meet the demands of the various tasks, variation in workload and deadlines.

NB: Depending on the skills of the post-holder and the changes to the whole-school development plan, these duties/responsibilities will be revised/adjusted over time with the

Key Tasks:

- Be responsible for confidential secretarial, administration and clerical duties relating to all aspects of Headteacher's work including management of diary, correspondence, records, exclusions and personnel files
- Assist the Headteacher in developing Meadowbrook College's policies, routines, systems and operating procedures
- Make appointments and set up meetings as required
- Maintain the Headteacher's diary and the school diary
- Open correspondence addressed to the Headteacher and take appropriate action
- Prioritise correspondence and communications on the Headteacher's behalf and follow-up on correspondence, telephone calls, emails, memos and enquiries
- Ensure the Headteacher is briefed for all meeting with relevant correspondence, documents/presentations and in the Head's absence refer matters to relevant Senior Leadership Team members for action
- Take minutes of meetings as required and distribute to relevant parties
- Be responsible for all the Headteacher's administrative filing, including confidential staff files
- Manage hospitality for meetings and events/functions throughout the year
- Manage and appropriately deal with all incoming electronic communications to the schools general email and redirect to appropriate staff.

General Accountabilities:

- Undertake all admin tasks related to recruitment
- Prepare induction packs for new members of staff
- Make bookings for staff to attend courses and keep a record of all courses attended
- Carry out Safer Recruitment checks and process Disclosure & Barring Service (DBS) applications for new staff
- Maintain and Update Single Central Record in line with Safeguarding procedures
- Record and maintain records in relation to staff sickness absence and application for leave
- Undertake new and temporary staff inductions including providing them with Health and Safety information
- Create and maintain positive and supportive relationships with staff, parents, business, community and other partners including the Management Committee.

Other:

- Attend training courses as necessary
- Participate in performance appraisal system
- Provide admin support for meetings as required including preparation for meetings, minute taking and relevant follow up
- To undertake other duties which may arise from time to time. These to be agreed with the Headteacher and/or Business Manager.

The nature of this post will require flexibility to meet urgent work needs as they arise.

A review of this job description will be carried out as part of the annual appraisal.

Person Specification:

Specification	Essential	Desirable
Skills and aptitude	Ability to communicate complex issues effectively by telephone, in writing, e-mail and in person. Methodical and organised approach to tasks, with an eye for detail. Ability to work calmly under pressure prioritising competing demands effectively and meet deadlines. Initiative, flexibility and ability to handle change. Good problem solving skills and ability to use initiative. To maintain confidentiality at all times. Excellent communication and interpersonal skills. Ability to perform tasks efficiently and accurately and use own initiative when appropriate. Ability to deal with work of a confidential and often sensitive nature. Ability to work alone, as well as working as part of a close knit, busy team. Committed to delivering a high quality service. Ability to produce accurate written summaries of meetings, events and conversations.	Good influencing and negotiating skills with the ability to positively engage others and secure commitment and time.
Experience	Administrative experience. Front line service (visitor/telephone) experience. Experience and regular use of Microsoft Office packages. Experience of handling data and statistics. Experience of inputting and retrieving data from ICT based record systems. Proven ability to work effectively to deadlines.	Use of Google apps for Education or Google docs, sheets etc. Health & Safety requirements.

Education/training and Knowledge	English Language and Mathematics GCSE Grade C or above (or equivalent). NVQ2 or equivalent in Administration.	ECDL or formal training in relevant software packages. Word processing/secretarial skills RSA2 or equivalent. NVQ 2 or equivalent in Customer service. First Aid Training.
Other requirements	Reliable and well organised.	