

OAK WOOD PRIMARY AND SECONDARY SCHOOLS

JOB DESCRIPTION FOR PERSONAL ASSISTANT (PA) TO HEAD TEACHERS

Post Title:	Personal Assistant
Salary Grade:	£22,608 - £24,637 (dependent on service and experience) This does not include the pending Pay Award.
Responsible to:	Oak Wood Schools' Headteachers
Hours:	37 hours per week, term time only plus 5 INSET days (39 weeks per year).

Core Purpose: To provide administrative support and advice to the Head Teachers including undertaking a full range of secretarial and administrative duties and ensuring the efficient and effective running of the Head Teacher's office and daily business. In addition, to provide administrative support and assistance to members of the Senior Leadership Team, as required.

Responsibility for others: The post has some impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety).

Responsibility for staff: The post holder may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

Responsibility for budget: The post has limited direct responsibility for financial resources - occasionally handling small amount of cash, processing cheques, invoices etc.

Responsibility for physical resources: The post has some direct responsibility for physical resources, involving the careful, accurate, confidential and secure handling and processing of information.

Typical Tasks

Point of Contact

- Act as the main point of contact for the Head Teachers, taking calls and messages when they are unavailable
- Handle telephone enquiries / emails, visits from Governors, parents and other external stakeholders and decide how to screen telephone calls, enquiries and requests and prioritise as appropriate
- Handle and distribute incoming mail, filtering as appropriate
- Handle confidential and sensitive correspondence and information

Meeting Guests

- Welcome visitors to the schools in a professional manner
- Arrange refreshments for meetings as necessary

Calendar Management

- Maintain the calendars and arrange appointments as appropriate, including co-ordinating meetings with a large number of participants
- Liaise with the Heads on a daily basis regarding events of the day and follow up resultant actions
- Update and organise the schools' calendars for upcoming academic year, consult with SLT and staff regarding events. Maintain, update and share with staff and governors
- Update Inset timetable for academic year maintain and review in liaison with SLT and distribute keeping each term updated
- Work with Heads to plan training days and send information out to staff, provide sign in sheets and help set up on the day
- Input all Trust meeting dates into the Head's calendars at the start of the year, including:
 - Governance Calendar with all LBG meeting dates
 - CEAT Network Meetings
 - QA, SIP & HT Appraisal & Survey Schedule
 - Headteacher Monthly 1-2-1 Meetings with (HR/Finance), (Estates), CEO (Catch up).
 - CEAT Celebrations, Events & Common National Days Celebrated

Administration and Correspondence

- Undertake typing / word processing
- Write routine correspondence (e.g. straightforward letters) and draft non-routine correspondence
- Act as 'quality control' in respect of letters and documents produced, proof reading and supporting the document production
- Using various software packages, produce and update school documents such as the Headteacher report, school noticeboards, class dojo, exclusions administration etc
- Be involved in the management of the school's website
- Minute SLT meetings, producing agenda and distributing and filing relevant minutes
- Minute staff briefing for both schools and distribute minutes to staff
- Maintain all school policies keeping overview for both schools, sending out for review in timely manner and following up return, provide for relevant governors meetings for ratification
- Collate other paperwork for governors meetings in liaison with Clerk to governors and support with arranging meetings, hospitality and Governor Hub updates. Provide clerking service in absence of clerk and file all associate paperwork
- Compile, send and receive questionnaires for staff, parents and pupils analysing and reporting findings to SLT and filing paperwork
- Maintain and update staff Training and CPD records and file paperwork. Maintain and update the following packages linked to CPD and appraisal:
 - Educare, supporting staff to access the system
 - Hays (as above)
 - SchoolIP, organising start of academic year with appraisers and staff and supporting staff to access the system

Events Management

- Work with designated members of SLT to plan and help co-ordinate whole school events (e.g, Parent Evenings, school concerts)

Community Development / Corporate Engagement

- Develop effective links, collaboration and the sharing of best practice with local schools and the wider community
- Promote/preserve outstanding community cohesion across the school and beyond
- Be available to attend very occasional out of school hours events

Developing Self and Working with Others

- Develop positive and collaborative working relationships with, and between staff to provide them with appropriate support and guidance in achieving the school's priorities and targets
- Regularly review own practice, set personal objectives and take responsibility for own development
- Manage own workload and that of others to allow an appropriate work/home life balance
- Consistently enhance knowledge in relation to your role utilising self-directed learning

This is not an exhaustive list of tasks; the post holder will be required to undertake any other duties commensurate with the post and its grading.

Person Specification Oak Wood Schools Academy

Post Title: Personal Assistant

	Essential	Desirable
Qualifications		
Educated to GCSE English and Maths at grades A-C (or equivalent)	✓	
Qualified First Aider		✓
Experience		
Proven experience of working in an administrative role	✓	
Experience of work in a School Office Environment		✓
Professional Knowledge Skills and Understanding		
Good literacy and numeracy skills and able to record and take minutes accurately and work effectively to strict deadlines	✓	
Able to use all office equipment and proficient in the use of Microsoft packages	✓	
Experience of using SIMS		✓
Excellent organisation skills and the ability to prioritise workload working in a fast paced environment	✓	
Must plan and work collaboratively with colleagues, including work with other members of the school admin teams	✓	
Ability to use initiative within recognised procedures	✓	
Understanding of and commitment to the school policies, in particular: • Commitment to safeguarding and promoting the welfare of all pupils • Awareness of Health and Safety implementation in the work place	✓	
Broad understanding of recent education legislation and school practice and knowledge of school organisation.		✓
Must be able to keep records of pupil progress in line with school policy	✓	
Personal Qualities		
A positive, friendly and calm individual who treats all with respect and warmth. Able to develop and maintain good relationships with colleagues, parents, pupils and can gather, receive or exchange information on an everyday basis	✓	
Has an open, honest and fair approach work and life	✓	
Ability to react well to change and respond to unexpected situations and recognise when issues need to be escalated	✓	
Has a flexible approach and is able to demonstrate leadership and team building skills	✓	
Has excellent communication skills both orally and in writing	✓	
Eye for detail and accuracy	✓	
Motivated and enthusiastic approach to work and has the ability to enthuse and motivate others and develop effective partnerships	✓	
Maintains a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	