



# **Hatton**

## **Special School**

**Personal Assistant to the Headteacher**

### **Application pack**

**Job description**

**and**

**person specification**

# Welcome from the Headteacher

Thank you for your interest in the post of Headteachers' Personal Assistant at Hatton Special School.

I joined the school in September 2023 and feel privileged to be working with such an amazing group of pupils and a friendly, committed and talented staff team.

We have 199 pupils on roll, most with a diagnosis of autism. They are grouped in 26 classes, two of which are co-located in mainstream schools, providing these pupils with inclusion opportunities. We have approximately 170 staff in our school. It is a large but friendly community, you will receive a warm welcome and quickly feel part of the Hatton family.

Hatton School has a strong track record and we are proud of our achievements; that does not mean we are standing still. We are ambitious for our pupils and are committed to continued improvement and development. We aim "to light the fire of curiosity and enquiry in the mind of every pupil". Everyone in our school has a part to play in creating this vision, we hope this is something you will want to be part of.

This is an exciting time to be joining our school; we are growing to provide much needed additional SEND places for Redbridge pupils. We are working with the local authority to design our new site at Park Avenue in Ilford, this will become our upper school site when the newly refurbished building opens in September 2025. When fully occupied our two sites will have space for 250 pupils.

Growing in number and preparing to become one school in two locations will impact the workload and planning for the Headteacher and other senior staff. You will play a key role in supporting the Headteacher in various planning and administrative tasks. You will also provide some support for the wider leadership team.

We promise to make sure you have all you need to be successful in your role. We have high standards and are ambitious but we also realise our staff work best when they feel supported, their hard work is appreciated and workload is reasonable.

Our website will provide more information about our school. You are also welcome to visit the school if you are able, alternatively, if you are unable to visit but would like an informal conversation about our school that can also be arranged. Please telephone the school and ask for Meraph Kiflay, our HR Administrator, who will be happy to arrange this.

We are proud of our school, putting our pupils at the centre of all we do. Joining our team would mean you could join us in making a real difference in the lives of the very special young people at Hatton Special School.

I do hope you decide to apply, we look forward to learning more about you and what you could bring to our school as a member of the Hatton staff team.

Yours sincerely,



Chris Smaling  
Headteacher



## About Hatton Special School

**Who we are:** we are a community dedicated in making a difference in the lives of our pupils. Working with families and other professionals we do all we can to prepare our pupils for a successful future.

**Our purpose is clear:** to light the fire of curiosity and enquiry in the mind of every pupil.

**About you:** everyone at Hatton is a team player. Whatever role someone has in the school their work contributes to our pupil's success.

**Our values:** you will need to share our values: respect, learning, compassion, honesty, growth, responsibility and diversity.

**What's in it for you:** you will soon appreciate that your hard work and passion is making a real difference. It will not always be easy, but we think you'll always feel it's worth it.

## About your role

<b>Job Title</b>	Personal assistant to the Headteacher
<b>Grade</b>	LBR5 FTE £31,524, Actual salary £15,530
<b>Hours of work</b>	20 hours per week, Monday – Friday 10am-2pm, term time only
<b>Reporting to</b>	Headteacher

The main purpose of your role will be to provide a confidential and effective support the daily activities of the Headteacher. You will be the first point of contact for many of the people who wish to speak to the Headteacher. Your role will help ensure the school runs smoothly, enabling the Headteacher and other members of the senior team to be effective in terms of their organisation and time management.

This post will require flexibility, discretion and the utmost confidentiality. You will be able to think on your feet, sometimes under pressure. You will be able to prioritise your workload, be self-directed, have excellent clerical and communication skills, both written and verbal.



# Job description

## Main purpose

To provide a high standard of clerical and administrative support to the Headteacher, enabling them to be efficient in running the school and effectively managing the varied demands on their time.

## Duties and responsibilities

### Managing enquiries

- Act as the first point of contact for staff, parents, governors and other stakeholders looking to speak with the Headteacher
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Assist with managing school emails, ensuring the school meets its expected response times and emails for the Headteacher are acted on and escalating to the Headteacher where necessary
- Manage enquiries and requests efficiently, referring where necessary to a senior member of staff
- Welcome visitors on behalf of the Headteacher
- Assist staff, parents, governors and other stakeholders with the information and support they need
- Handle all confidential correspondence with discretion

### Administration and diary management

- Coordinate the Headteacher's diary, making decisions around priorities and ensuring the Headteacher is suitably briefed
- Support the Headteacher to manage their workload, advising on priorities where appropriate
- Prepare the Headteacher for meetings by assembling reports and relevant documents
- Respond to appropriate requests for information from governors or external agencies
- Liaise with the clerk to the governors, ensuring timely preparation of papers for board meetings
- Maintain accurate records in efficient files and online systems
- Support with the coordination of certain school events, under the direction of the Headteacher
- Complete desktop research for the Headteacher, analysing findings and providing summaries for different stakeholder groups
- Maintain certain aspects of the school website and online communications.

### Written communication

- Interpret Headteacher's notes and comments into draft written correspondence to be sent to relevant stakeholders
- Develop written communication that's professional and upholds the school's vision and values
- Proof-read outgoing communication to ensure it is of the highest standard
- Prepare staff bulletins and briefings
- Create newsletters for distribution to families
- Prepare and update key documents, policies, handbook, prospectus etc.

# Person specification

## Qualifications and training

- GCSE or equivalent level, including at least a grade 4 (grade C) in English and Maths

## Experience

- Carrying out administrative and secretarial tasks
- Dealing with face-to-face and telephone interactions and corresponding via electronic means
- Working with children or young people
- Working and collaborating within a team

## Skills and knowledge

- Good oral and written communications skills
- Ability to respond quickly and effectively to issues that arise
- Ability to plan, organise and prioritise to meet deadlines
- Ability to produce meeting minutes and documents of a high quality
- Ability to use own initiative and take action accordingly
- Excellent attention to detail
- Ability to use IT packages including word processing, spreadsheets and presentation software
- Ability to use relevant office equipment effectively
- Ability to build effective working relationships with colleagues
- Understanding of data protection and confidentiality
- Understanding of safeguarding

## Personal qualities

- Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils
- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
- Commitment to a team approach; exchanging ideas and providing support to colleagues where needed
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Embraces change and challenge
- Ability to deal with difficult situations effectively
- Patient, flexible and adaptable, meticulous and conscientious

## Additional duties and responsibilities

- Adhere to school policies and procedures
- To uphold best safeguarding responsibilities in relation to their work
- Respect the principles of equality and diversity among the whole school community



*'Lighting the fire of curiosity and enquiry  
in the mind of every pupil.'*

**Hatton Special School**

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 [Hattonspecialschool.co.uk](http://Hattonspecialschool.co.uk)

