

Job Description: Personal Assistant to the Headteacher

Job Details

Job Title: Personal Assistant to the Headteacher
Reporting to: Headteacher
Grade: PO2/PO3 (depending on experience)

The purpose of this job description is to outline the generic professional responsibilities associated with the post. Securing the right person with the drive, ambition, innovation, people skills and organisational ability is our paramount objective.

Purpose of post:

- To be a Personal Assistant to the Headteacher and perform all necessary tasks requested by the Headteacher. To undertake a full range of secretarial and administrative duties to the Headteacher and to ensure the efficient and effective running of the Headteacher's office and daily business.

Main Duties and Responsibilities

- Act as a first point of contact within the school for staff, governors, councillors, parents and others seeking contact with the Headteacher.
- Assist the Headteacher in organising his administrative workload recommending items to be dealt with in order of priority. Ensure that the Headteacher responds to particular approaches within timescales identified in any agreed priority action list.
- Maintain the diary for the Headteacher, arranging appointments as appropriate, and ensuring that he is adequately briefed on matters to be discussed.
- Be responsible for the provision of administrative services for Governors.
- Make travel arrangements for the Headteacher (where necessary) and to provide care for his visitors, including the provision of refreshments.
- Assemble and prepare papers required by the Headteacher to attend meetings, prepare reports, or reply to requests for information.
- Handle all confidential correspondence with discretion.
- Deal with all confidential communication regarding staff disciplinary issues, including taking notes at meetings
- Liaise with senior management concerning priorities, deadlines, policies and procedures.
- Liaise with the Business Manager where necessary.
- Ensure the maintenance of clear and effective filing, records and other systems and to keep them updated.
- Work with the HR Coordinator to maintain confidential personnel files for staff as directed by the Headteacher.
- Arrange meetings and when required, take notes. Ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.
- If required, line manage other staff in the school office
- Sort and prioritise all incoming post to the Headteacher's Office
- Deal with all telephone and personal enquiries to the Headteacher's Office
- Maintain a friendly and business-like office environment, disseminate information to the staff from the Headteacher and promote good relationships with staff and students.
- After discussion, draft, as appropriate, outgoing correspondence and school documents that are the direct responsibility of the Headteacher.
- Support the Headteacher and other senior managers in the organisation and detailed planning of special events, such as awards evening and certificate evening.

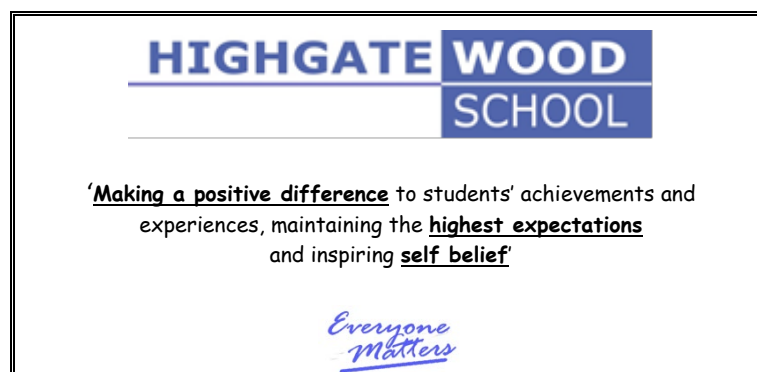
- Assist the HR Coordinator in all matters relating to the organisation of the recruitment of teaching staff.
- Be responsible for processing student exclusion correspondence and documentation.
- Be responsible for arranging Governors' Disciplinary Committee meetings.
- Foster links between the school and the local community.
- Maintain the Headteacher's filing system.
- Deal with all general emails to admin@hws.haringey.sch.uk; headteacher@hws.haringey.sch.uk; governors@hws.haringey.sch.uk
- Attend occasional open evenings, prize giving's and other school events as required.
- Organise workload and prioritise on a daily basis using own initiative and knowledge of the work, with minimum direct supervision from the Headteacher.
- Provide general clerical/admin support, e.g. photocopying, filing, faxing, e-mailing, completing standard forms, responding to routine correspondence as required in relation to the role
- Maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils. Respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.
- Communicate with the LEA, outside agencies, parents and the local community and to contact any other individuals who have business with the school.
- Perform any other duties commensurate with the grade as and when required by the Headteacher

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General Requirements

- Take part in the school's performance management system.
- Attend governing body meetings on a regular basis.
- Enhanced CRB Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Person Specification: Personal Assistant to the Headteacher



The successful candidate will share a commitment to:

- our core values as defined in our mission statement & motto (above) and our student ethos underpinned by Courtesy, Consideration, Contribution and Co-operation;
- a belief that every student can achieve irrespective of starting point or circumstance.

As Assistant Headteacher you will commit to our staff culture (as defined below) and be a key driver for leading and promoting this culture amongst all staff at HWS.

HWS Culture – Non-Negotiables

SHOW UP!

- ✓ **S**tudents come first
- ✓ **H**ard work – we do whatever is necessary to provide the best experience for our students
- ✓ **O**ur own children. We make HWS a school that we would be proud to send our own children to. We work to this end every single day.
- ✓ **W**e and not I. We are a team. We do what we say we do – we stick to school strategy, behaviours and processes.
- ✓ **U**naframed of failure. We are not afraid to fail, nor to learn from failure. When things go wrong, we do not blame – we support each other and we look after each other
- ✓ **P**rofessional trust and accountability. We trust each other implicitly professionally because we hold ourselves and each other to account openly and honestly for doing all of the above

Experience & qualifications

The post-holder will have:

- Level 3 qualifications (A level or equivalent) in a relevant area, preferably from the ICT sector, business administration or skills that demonstrate the equivalent
- Experience of providing high level support in a busy, politically sensitive environment
- Some experience of working in a complex environment with flexible working demands
- Experience of working as a personal assistant
- A strong background of practical ICT application and/or data management
- Experience of producing meeting minutes and documents of a high quality

Knowledge

The post-holder will have:

- Knowledge of and commitment to school policies including Child Protection, Health & Safety and Equal Opportunities.
- High level of ICT skills including knowledge of Microsoft Excel, Word and Power Point

Skills & personal qualities

The post-holder will have:

- The ability to work constructively as part of a team or as an individual
- Outstanding ICT skills, particularly in data management
- The ability to build positive, professional relationships with staff, students and parents
- An excellent telephone manner
- Good written and verbal communication skills and evidence of well-developed interpersonal skills
- The ability to be a self-starter and to prioritise and manage workload, responding positively to the direction of the Headteacher
- An organised and methodical approach to their work
- A commitment to work accurately and to deadlines
- The resilience and flexibility to work effectively under pressure and respond to complex demands
- A clear understanding of the need to maintain confidentiality where appropriate
- An excellent record of attendance and punctuality
- The ability to draw logical and accurate conclusions from sometimes complex information.
- The willingness and capacity to embrace responsibility for identifying sound and effective solutions to a variety of different problems.
- Experience of managing and organising a senior manager's daily and forward work programme.
- The ability to act as minute taker as directed by senior leaders.
- A keen attention to detail and an ability to stick at routine tasks.
- The ability to set up and develop administrative systems as required for the role, and the ability to use information technology to a high degree of expertise.
- A professional demeanour, good inter-personal skills and ability to deal with all stakeholders

Equal Opportunities

- All staff at HWS believe that everyone matters and are guided by an understanding of the needs of students and their families in a multicultural and multilingual school
- All staff at HWS have a professional commitment to the implementation of the school's equal opportunities policy and have an understanding of and a commitment to the principles of equality, inclusion and diversity

Continuing Professional Development

- HWS staff are committed to undertake additional training/staff development as appropriate and in particular those needs identified through the school's system of performance management. This will be driven by a willingness to actively continually reflect on one's professional practice

Health & Safety

- All HWS staff have a professional commitment to the implementation of the school's Health & Safety policy

Safeguarding

- All HWS staff are committed to the safeguarding of students and work within the statutory requirements and school policies