



## JOB DESCRIPTION

**Title:** Personal Assistant to the Headteacher and Senior Leadership Team

**Responsible to:** Headteacher

### Job Purpose

To provide pro-active personal assistance and support to the Headteacher and Senior Leadership Team (SLT) to ensure the efficient and smooth running of the school, enabling senior leaders to focus on strategic planning and implementation.

### Main Responsibilities

Most of the role will be spent supporting the Headteacher and ensuring the smooth running of SLT meetings. Support will also be given to the other members of the SLT, particularly the School Business Manager. The following list of responsibilities is not exhaustive but is indicative of the scope and range of the role.

#### 1. Provide core administrative support and personal assistance to the SLT

- 1.1 To provide pro-active support to the SLT, to include diary management, drafting of documents and proof reading
- 1.2 To manage and share agendas for meetings of the SLT, take minutes and distribute actions
- 1.3 To liaise with the clerk to the board to track the completion of policy reviews and to plan and book in governance scrutiny visits, issuing reminders and providing support to members of SLT
- 1.4 To set up and produce online events in Microsoft Teams

#### 2. Provide pro-active personal assistance to the Headteacher, supporting them to complete their core functions efficiently and effectively

- 2.1 To collect and collate data and draft content for the Headteacher's reports to governors, parents, Department for Education and other stakeholders.
- 2.2 To ensure the school website remains up to date with accurate information

- 2.3 To ensure meetings with visitors are well planned, communicated and run smoothly
- 2.4 To manage the booking of transport and accommodation for visits by the Headteacher
- 2.5 To prepare schedules and paperwork for staff interviews
- 2.6 To support the headteacher's timetabling activities by adding activities to timetabling software, exporting accurate files to the schools Management Information System and updating student and staff records
- 2.7 To create the annual school calendar of events
- 2.8 To organise agendas and take minutes of meetings
- 2.9 To complete other administrative tasks as required by the headteacher

### **3. Provide additional support to the School Business Manager**

- 3.1 To book and liaise with contractors for maintenance, checking work is completed in line with the published maintenance schedule
- 3.2 To seek quotes from suppliers in line with the school's finance policy
- 3.3 To manage the filing of data protection documents and complete general filing
- 3.4 To ensure staff training records are maintained on the school's Management Information System
- 3.5 To ensure first aid supplies are fully stocked, in date and regularly replenished
- 3.6 To support the Business Manager in managing COVID testing and other health and safety requirements, by booking occasional staff, arranging for waste disposal, maintaining stocks and supporting the setting up and clearing away of one-off activities

### **4. Provide additional support to the Deputy Headteacher**

- 4.1 To manage the booking of guest speakers for INSPIRE lectures
- 4.2 To manage the booking and schedule for visiting teachers
- 4.3 To support the organisation of off-site social activities for students by booking venues and collecting and distributing information

### **5. Provide additional support to the Assistant Headteacher**

- 5.1 To support the organisation of university mock interview by booking academics and arranging a schedule of meetings
- 5.2 To provide administrative support for the setting up of class OneNote and Homework record sheets at the start of the academic year

5.3 To support the production of school reports through mail merging and checking documents prior to distribution

**6. Additional Duties**

6.1 To provide reception cover to enable meetings to take place between reception staff and SLT members

6.2 To act as a fire warden in the event of a fire alarm

6.3 To promote a teaching, learning, and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality

6.4 To be responsible for safeguarding and promoting the welfare of students

6.5 To maintain the confidentiality of staff and student/family information

6.6 To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the School at any of the School's, College's or University's sites or place of work

6.7 Promote and conduct your professional duties and responsibilities within the parameters of the School's agreed values and aims