

Job Description

Personal Assistant to Senior Leadership Team



Line Manager: Headteacher's PA

Grade: H4

Purpose of your job:

- Provide a confidential PA service to members of SLT;
- Provide a secretarial service to teaching staff;
- Work collaboratively across the PA team under the direction, and in support of, the Headteacher's PA;
- Take a senior role in the organisation of tasks and projects assigned to the team (which may be reorganised across the team from time to time, but presently the role-holder takes a senior support role in the organisation of our annual staff conference, House Music and other events, and whole school communication)

Main duties and responsibilities

- To provide a confidential secretarial service, including but not limited to: taking minutes of meetings (occasionally outside school hours), composing letters, producing reports, typing letters for others, sending digital messages to parents.
- To create mail merge documents from spreadsheets as required
- To assist with the production of staff duty rotas
- To oversee the production of staff planners and 'The Essential Guide'
- To give assistance to other members of the administrative team
- To deal with telephone and other enquiries daily
- To liaise with external agencies when required
- To deal with correspondence and queries from staff and parents
- To book and attend conferences as required
- To create school materials as directed
- To assist in the organisation of, and attend, our annual Open Evening
- To organise parent education events as required
- To produce reports, data analysis and training materials
- To organise catering for meetings and events
- To update some areas of the school website as advised
- To order office supplies as required
- To cover Reception on a rota basis in the event of absence
- To maintain filing systems

It is not possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time, in line with the school's requirements.

Supervision

No direct line management responsibilities for other staff. Organise own workload and priorities on a day to day basis. Ad hoc meetings with members of SLT and/or Headteacher's PA to discuss any problems or queries.

Person Specification

Personal Assistant to Senior Leadership Team

Attributes	Essential	Desirable
Minimum GCSE Grade C or equivalent including English and Mathematics	x	
Excellent communication, organisational and interpersonal skills	x	
Excellent written English	x	
Excellent IT skills including Microsoft Word, PowerPoint, Excel, Publisher, Outlook, G-Suite	x	
Experience in a secretarial capacity		x
Experience taking minutes of meetings		x
Previous experience in SIMs		x
Ability to be flexible and use your own initiative	x	
Ability to work calmly under pressure	x	
Ability to work confidentially	x	
Excellent record of attendance	x	
Ability to work well in a team	x	
A sense of humour and positive attitude	x	
Energy and enthusiasm	x	
Ability to think originally and creatively	x	
Warmth and sensitivity	x	
Able to exemplify good practice, work flexibility and proactively while maintaining a high standard of professionalism	x	
Able to build good relationships with adults and children; able to handle difficult conversations	x	
A commitment to safeguarding and promoting the welfare of children and young people	x	
A willingness to undertake additional training, keep up-to-date with changes and developments in good practice	x	

We are committed to the safeguarding and promotion of children's welfare. Accordingly, we will need to obtain references in advance on any candidate short-listed for interview and all job offers are subject to satisfactory enhanced Disclosure & Barring Service clearance.