



**SOUTH WEST ESSEX**  
COMMUNITY EDUCATION TRUST

## Job Description

Personal Assistant to Headteacher





**JOB TITLE:** Personal Assistant to Headteacher

**REPORTS TO:** Headteacher

**GRADE / SCALE:** Grade D

### **JOB PURPOSE**

The purpose of the Personal Assistant to the Headteacher role is to make sure that effective and efficient administration supports the strategic aims and day-to-day operation of the service provided. 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.

### **KEY CORPORATE ACCOUNTABILITIES**

- Commitment to the Trust and school's vision and values;
- To maintain awareness of and commitment to the Trust's Equality, Diversity & Inclusion in Employment Policy in relation to both, employment and service delivery and to observe of conduct which prevents discrimination taking place;
- To comply with all Trust policies and procedures including the Code of Conduct, Safeguarding Policy and E-Safety Policy;
- Undertake safeguarding training at least annually, with further updates as required;
- To fully comply with the Health and Safety at Work Act 1974, the Trust's Health and Safety Policy and all locally agreed safe methods of work;
- To work with colleagues to achieve service plan objectives and targets;
- To participate in the Performance Management Procedure and contribute to the identification of team development needs; and
- At the discretion of the Headteacher, such other activities as may from time-to-time be agreed and are consistent with the nature of the job description herein.

### **PRINCIPAL ACCOUNTABILITIES**

#### **Duties and responsibilities**

- To act as first point of contact within the school for staff, LSAB, parents, students and others seeking contact with the Headteacher.
- To maintain the diary for the Headteacher, arranging appointments as appropriate, and ensuring that the Headteacher is adequately briefed on matters to be discussed.
- Ensuring that the Headteacher is fully supported in all aspects of their work including confidential and sensitive matters.
- To action emails, correspondence, writing and drafting letters and reports to support the Headteacher.
- To make sure the school delivers an effective and efficient customer service through communication, the provision of information and services and dealing with and resolving enquiries, problems and complaints.
- To make sure the school maintains and develops accurate and up-to-date databases and information systems to retrieve, enter, extract and output relevant information.
- To manage, coordinate and develop administration and organisational services that meet the needs of the school and its staff, including:



- Health and safety
  - Curriculum support
  - Administrative and secretarial support to school management team including the taking of minutes at weekly meetings
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- To design, create, produce and print out presentations, learning materials, newsletters and so forth for the use of the school, using the school's ICT, to improve and support the marketing and branding of the school.
  - To welcome and look after external visitors on behalf of the Headteacher and ensure refreshments are available.
  - To manage the organisation and arrangement of events – which may include (but not exclusively) training courses, meetings of the LSAB, school assemblies, festivals and concerts – including the arrangement of venues, the organisation and provision of resources, arranging attendance and coordinating the contributions of other school staff.
  - To use computerised management information systems and/or paper-based filing systems to enter, record and retrieve data, supply information in response to requests and make reports and returns required by a variety of different sources. Examples might be, the use of Sims.net (the staff, teacher, and academic database) or the SIMS package used for attendance.
  - To use the appropriate spreadsheet, software to retrieve and enter data, create and update files and produce and output spreadsheets.
  - To find, locate, select, analyse and prepare information to support school accountability and decision making.
  - To help, support and supervise other school staff in the use, organisation, application and maintenance of the school administration and computerised systems and deliver on-the-job training and development where appropriate.
  - To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting equality, diversity and inclusion behaviours in the day-to-day operation of the job.
  - To take appropriate action to manage, monitor and maintain a healthy, safe, secure, efficient and effective working environment.
  - To complete school based induction and any subsequent training, which may improve and develop performance.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

I confirm that I have read and understood, and that I accept, the above job description:

Signature: ..... Date: ..... Name in full: .....

**PA to Headteacher**

**Person Specification**

Skills and abilities	Essential	Desirable
Ability to organise one's own work, to prioritise tasks and keep to deadlines	✓	
Ability to work independently and manage and supervise the work of the team	✓	
Ability to be flexible and respond effectively to the 'unexpected'	✓	
Ability to be flexible around the Headteacher's requirements	✓	
Ability to communicate and interact effectively with adults and children and young people	✓	
Awareness of sensitive information and the need for confidentiality	✓	
Ability to manage and coordinate administrative services	✓	
<b>Good understanding of and commitment to child protection procedures</b>	✓	
<b>Displays commitment to the protection and safeguarding of children and young people</b>	✓	
<b>Knowledge</b>		
<b>An understanding of health, safety and security issues in schools</b>		✓
<b>An understanding of school office systems, procedures and policies</b>		✓
<b>A willingness to become conversant with and apply the financial regulations and the school</b>	✓	
<b>Qualifications and experience</b>		
<b>ICT certification, or equivalent experience, to support word processing skills, database and spreadsheet skills</b>	✓	
<b>GCSE at level A – C in English and mathematics or equivalent</b>	✓	
NVQ Level 3 or equivalent qualification in administration and organisation		✓
Relevant experience in administration and organisation	✓	
Previous experience in computerised administrative and management information systems		✓
Previous experience in computerised pay and personnel systems		✓
Experience in the SIMS computerised package used in schools		✓
Willingness and motivation to develop own skills and proficiency	✓	