

### **Job Description**

<b>Post:</b>	Personal Assistant to Headteacher
<b>Responsible to:</b>	Headteacher
<b>Line managed by:</b>	Headteacher
<b>Salary scale:</b>	SO1
<b>Status:</b>	Permanent, Time time plus 2 weeks
<b>Location:</b>	The Excelsior Academy

### **Equal Opportunities**

The trust has a strong commitment to achieving the equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

### **Job Purpose**

To provide a comprehensive and confidential administrative support service to the Headteacher which streamlines their workload and provides invaluable support to help the Headteacher to complete their daily, monthly, termly and annual tasks. The postholder will need to understand the needs of the school as well as the ideology, goals and aspirations of the Headteacher in order to work closely with them. The PA should maximise the Headteacher's time by efficiently organising their schedule, preparing documents for meetings, liaising with all stakeholders including the Local School Board and assisting with all work as directed by the Headteacher.

### **Duties and Responsibilities**

1. Ensure that the Headteacher meets all deadlines.
2. Proactively support the development of a dynamic learning community through the effective delivery of administrative services to meet the needs of every stakeholder, across all levels of the organisation.
3. To manage the Headteacher's electronic diary providing for all appointments and meetings, ensuring a manageable schedule is maintained, ensuring it is kept up to date and if needed a daily overview of forthcoming events with documentation provided to the Headteacher, if required.
4. To be the first line of contact between the Headteacher and any phone calls, requests from staff or visitors, ensuring only appropriate contact is made and to manage all communications from

the Headteacher to all employees. To occasionally work out of hours in the event of an emergency situation.

5. To maintain the utmost confidentiality at all times.
6. To demonstrate a high level of attention to detail.
7. To devise and manage systems which improve the efficiency of school administration in relation to the role.
8. To process the Headteacher's mail ensuring that all important matters are dealt with confidentially and effectively in line with arrangements established with the Headteacher.
9. To generate correspondence on behalf of the Headteacher as required.
10. To manage all aspects of the administration for the Local School Board and to provide a comprehensive support service to the Local School Board in an efficient and timely manner.
11. To be the primary contact for all members of the Local School Board and Chair and to manage communication between the members and school staff.
12. To manage the relationship with the relevant governor services provider ensuring the SLA standards are met.
13. To manage responses to parental enquiries, including comments and complaints and provide excellent customer service.
14. Receive and welcome visitors to the school on behalf of the Headteacher in a professional manner, providing hospitality as required, being highly courteous at all times, building strong working relationships with all stakeholders.
15. To undertake high level research and prepare briefings as required.
16. To prioritise and re-prioritise own workload and that of the Headteacher throughout the day and to complete work in an orderly and methodical fashion.
17. To keep track of, and to monitor the Headteacher's schedule, ensuring that the Headteacher is where they need to be at all times, with any relevant documentation or files. Transport or parking facilities may need to be arranged on occasion.
18. To ensure that all work carried out meets stringent Safeguarding and GDPR requirements.
19. To offer support and cover to the main school office if necessary, at the discretion of the Headteacher.
20. Willingness to be first aid and/or fire warden trained.
21. Undertake ad hoc reporting and administrative duties as required.
22. To be able to proofread documentation on behalf of the Headteacher and make amendments or suggestions as required, ensuring a high quality of written communication is maintained.

23. To track delegated tasks where required and monitor progress, chasing any documentation or responses not received and keeping the Headteacher informed as appropriate.
24. To take minutes of meetings as directed by the Headteacher.
25. To type up, disseminate and file all agendas and minutes for meetings involving the Headteacher or Senior Leadership Team as required and to maintain the Headteacher's filing systems, both hard and electronic copies as appropriate.
26. To liaise with external organisations representing the school in an efficient and professional manner.
27. Maintain the duty rota ensuring duty areas are covered.
28. Any other tasks which fall within the competence of the postholder as may be required from time to time.

#### **Clerking and Governance Support**

- 1 Act as the key administrative liaison for the Local School Board and governing body, ensuring compliance with statutory and GDPR requirements.
- 2 Organise meetings, including scheduling, agenda preparation, and distribution of papers in collaboration with the Headteacher and Board Chair.
- 3 Maintain governance records, documentation, and website content, ensuring accuracy and compliance.
- 4 Prepare and file statutory documentation, including resolutions and annual returns to Companies House where required.
- 5 Administer and coordinate permanent exclusion processes, including preparation of documentation, liaison with external agencies, scheduling panels, and ensuring statutory deadlines are met.

#### **Admissions Administration Responsibilities**

- 6 Maintain accurate student records and admissions processes, including MIS data management, student files, and mid-phase and transition admissions.
- 7 Work closely with the Transition Coordinator to support effective student onboarding, induction, and transition processes.
- 8 Liaise with primary schools, local authorities, and external agencies regarding admissions and student movement.
- 9 Provide flexible administrative support across the school, including attendance cover, reception duties, report preparation, and event support.
- 10 Administer student systems including logins, access control, cashless catering, biometric systems, and free school meals.
- 11 Ensure accuracy, confidentiality, and compliance in all student-related administrative processes.

These responsibilities and duties may be subject to variation as the school's needs change at the reasonable discretion of the Headteacher.

This job description describes the way the postholder is expected and required to perform and complete particular duties. It does not form part of the contract of employment.

**PERSON SPECIFICATION:**

	<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
1.	Educated to a good academic level and have a high standard of numeracy and literacy	✓	
2.	Evidence of managing complex tasks including planning, coordinating, organising and implementing change	✓	
3.	Able to demonstrate a high degree of initiative, self-motivation and drive. Working to agreed deadlines with minimal supervision	✓	
4.	Experience in and/or a commitment to working with young people		✓
5.	High level of interpersonal, communication and customer service skills	✓	
6.	Understanding of the requirement to exercise discretion and maintain confidentiality at all times.	✓	
7.	Must have experience of working as part of a team	✓	
8.	Computer literate. High degree of competence in the use of Google Drive & MS Office suite of applications. Highly developed keyboard skills.	✓	
9.	Tenacity when completing challenging tasks, must be able to seek out knowledge where there may be gaps and the ability to remain upbeat and positive.	✓	
10.	Knowledge of Arbor		✓
11.	Must be willing to work flexibly – according to the needs of the school	✓	
12.	Ability to take minutes which are accurate, clear and concise.	✓	
13.	Must be confident, able to remain calm under pressure and be able to provide practical solutions to issues as they arise.	✓	
14.	Able to pre-empt problems and effect changes to prevent their occurrence.	✓	
15.	To communicate concisely, professionally and politely at all times, using various methods of correspondence.	✓	
16.	Able to plan effectively, to review and implement logistics when supporting events.	✓	
17.	Able to demonstrate good emotional intelligence in reading situations and people in order to determine what kind of support to offer.	✓	
18.	Must understand the organisation and its needs.	✓	
19.	Must remain trustworthy and approachable at all times.	✓	