



Bishop's Hatfield Girls' School

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Job Description & Person Specification

Post Title: Personal Assistant to the Headteacher and SLT

Job Grade: H7-9 (pro-rata)

Hours: 37 hours a week, term time plus 3 weeks
(flexible working including holiday hours negotiable)

Responsible to: Headteacher

The precise nature of the job description will be negotiable, depending on the skills, ability and experience of the successful applicant. The primary role will include the following:

Job Purpose

- To provide professional and administrative support to the Headteacher and SLT so they can provide the highest possible standard of professional leadership and maintain a positive profile both inside and outside the school
- Organising all actions in relation to internal and external recruitment of staff
- To work with the School's Governors and Leadership Team to provide administrative support to the Governing Body of the School
- To prepare accurate reports, documentation and minute keeping as required
- To undertake delegated duties as required by the Headteacher or SLT, e.g. administration of the school calendar, admin support for school trips and visits, staff duty rota, school policies
- To assist with project management work as required

Key Responsibilities

Professional and administrative support:

- Acting as gatekeeper to the Headteacher ensuring issues and queries are directed to other staff where possible
- Providing administrative support for the Headteacher and SLT
- Providing administrative support for SLT meetings including preparation of the agenda, taking minutes and following up action points.
- Providing confidential secretarial support and responses to correspondence
- Co-ordinating diary of the Headteacher; arranging meetings, rooms and logging visitors to the school

"Pupils flourish and support each other to succeed"



- Providing administrative support for ad hoc meetings and duties involving SLT, e.g. collating documentary evidence and preparing reports and communications in response to issues such as complaints, exclusions, staff disciplinary investigations
- To oversee recruitment, including preparation of recruitment packs, adverts, interview scheduling, candidate liaison and communication, liaison with HR to ensure smooth onboarding
- Managing the schedule of school policies, diarising for review and chasing for timely completion
- Preparation of documents such as presentations and reports
- Using technologies to communicate efficiently and effectively with the school community on behalf of SLT
- Maintaining electronic and paper filing systems for the Headteacher and SLT
- Booking external events and/or venues

Governor support:

- To be initial point of contact for the Chair of Governors
- To provide administrative support to the Governing Body and to the Clerk to the Governors - issuing reports, papers, preparing documentation, sending correspondence etc.
- To organise governor recruitment: application process, reference checks, DBS checks, setting up Governor access to school systems etc.

Undertaking delegated duties:

- Undertaking management of the school calendar, including annual setting up of INSET and staff meetings and overseeing the scheduling and administration of school events, trips and visits as directed
- Drafting staff duty rotas (break, detention etc) for confirmation by SLT
- Managing internal communications to ensure these are effective including collating key messages, prompting SLT on sharing of decisions eg through briefing or assembly announcements
- Overseeing arrangements for the annual school Open Evening and Working Day tours
- Manage arrangements for annual Awards Evening and support other school events as required
- Maintaining all paperwork in relation to the appraisal cycle for teaching and support staff
- Being the key point of contact for school transport including Reg's Coaches
- Organising refreshments for meetings, events and staff INSET days, as requested

Undertaking project management work:

- Supporting the administration of school projects or significant changes by tracking progress and reporting issues as well as ensuring all aspects of new implementation have been considered
- Running small delegated projects which arise from time to time
- Supporting SLT with the oversight of changes to school policy and procedures: identifying documentary changes needed eg to handbooks

Other:

- Contribute to the harmonious working of SLT and the office team
- Build and maintain good relationships with key staff
- Perform all responsibilities with due regard to GDPR and confidentiality
- Support other areas of school administration should there be unforeseen absences
- Support the school's migration from paper to electronic processes, including adoption of new IT to improve efficiency

Health and Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to the appropriate person.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.

Additional Information

The jobholder is required to contribute to and support the overall aims and the ethos of the school.

All staff are responsible for the safeguarding of pupils and for compliance with the school's code of conduct.

All staff are required to participate in training and other learning activities and in performance appraisal, as required by the school's policies and practices.

The role will require some work outside normal school hours, such as early or late management meetings. Time off in lieu will be given for any additional hours worked subject to the demands of the role and school or these may be offset against additional working days outside term time.

It is not always possible to define completely the duties and responsibilities attached to roles and some variations may be necessary from time to time.

Person Specification

The list below is not exhaustive, nor is it essential for candidates to have extensive experience in all aspects. You may not have direct experience in all areas, but could still be the right person for the job. We are looking for the right person who has the drive and ambition to help shape the future of our school and who is willing to learn and develop themselves.

Knowledge and Experience

Educated to A level/Level 3 or higher
Numeracy and literacy qualifications appropriate to the position
Personal assistant / executive assistant / high level administrative experience or similar
Experience of project management/support
Some experience of recruitment processes and administration
Experience of administrating meetings: preparation of paperwork, agendas, minute-taking etc.
Experience of overseeing diaries, monitoring of deadlines, calendaring events etc
Experience of event planning
Knowledge and understanding of safeguarding of children
Experience of/commitment to working in a school environment
Understanding and application of confidentiality with regard to sensitive information and situations

Skills and abilities

Excellent interpersonal skills
Excellent planning and organisation skills with ability to multi-task and prioritise
Strong administrative skills with good attention to detail

Ability to work proactively, independently and efficiently
Excellent problem solving skills
Ability to plan for and respond positively to change
Excellent communication skills – oral and written
Ability to meet deadlines
Ability to keep track of a range of different workstreams
Maintenance of high professional standards, working confidentially and with honesty, integrity and trustworthiness
Ability to motivate and encourage others - committed team player
Positive outlook and sense of proportion - with a good sense of humour
Strong IT skills including management information systems, data systems, social media and other electronic communications
Commitment to ongoing professional development and willingness to undergo training
Commitment to the wider life of the school - promoting the school's interests and supporting school events
Commitment to equality, diversity and inclusion, valuing the welfare and wellbeing of all