

Carterton Community College

Job Description



Job Description: Personal Assistant to the Headteacher and the Senior Leadership Team (SLT)

Responsible to: The Headteacher

Scale/Salary: Grade 7 (Pt 13-17) Pro rata

Hours: 37 hours per week, term time only

Terms and Conditions

<https://www.oxfordshire.gov.uk/cms/content/schools-conditions-employment-green-book>.

DBS Disclosure Level: Enhanced

PURPOSE AND SCOPE OF RESPONSIBILITIES

Under the instruction and guidance of the Headteacher, the Personal Assistant will effectively support the Headteacher and Senior Leadership Team to a high standard within a busy and confidential office environment with the range of administrative support outlined below.

JOB ROLE

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate for the role.

	Expectations of the Task
Main Duties	<ul style="list-style-type: none"> ● To manage the Head’s diary, creating and rearranging appointments as necessary, and organising all relevant documents and communications. ● To prioritise the Head’s workload and to ensure that all relevant paper and electronic documents are made available when required. ● To deal with email and telephone enquiries, visitors and routine correspondence on behalf of the Head in accordance with school policies. ● To arrange meetings, in or out of school, take minutes and provide administrative support. ● To organise the collation of materials and documents for the Headteacher’s and senior colleagues’s attendance at Governors’ meetings; ● To proof-read and quality assure documents and correspondence. ● All recruitment processes – Adverts, Job Descriptions, arranging interviews, gathering all documentation to comply with safer recruitment ● Writing of contracts ● Contractual changes ● DBS checks

	<ul style="list-style-type: none"> ● Sponsorship applications ● Manage the Single Central Record
Administration and Organisation	<ul style="list-style-type: none"> ● Undertake occasional reception duties, answering general telephone and face to face enquiries and signing in visitors. ● Assist in arrangements for schools and community events, trips. ● Provide general clerical/admin support e.g. photocopying, filing, emailing, complete standard forms, respond to routine correspondence for members of the Senior Leadership Team. ● Maintain manual and computerised records/management information systems. ● Provide admin support e.g. photocopying, filing, emailing, complete standard letters, respond to routine correspondence for HR and Recruitment processes under the direction of the Headteacher and Business Manager. ● Produce lists/information/data as required e.g. pupils' data. ● Undertake typing and word-processing and other IT based tasks. ● Take notes at meetings. ● Sort and distribute mail. ● Undertake administrative procedures. ● Maintain and collate pupil, management and governor reports. ● Communicate with individual and groups of parents on behalf of the school e.g. for events, parents evenings and newsletters. ● Take responsibility for day-to-day hospitality requirements.
Resources	<ul style="list-style-type: none"> ● Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet.) ● Maintain stock and supplies, cataloguing and distributing as required. ● Provide general advice and guidance to staff, pupils and others ● Manage the use of bookable rooms within the school using the booking system or other calendars. ● Maintain a library of templates for use by other admin and support staff e.g. letter templates, brochures and correspondence to ensure a house style.
Performance Management	<ul style="list-style-type: none"> ● To participate in the annual performance management process
Policies	<ul style="list-style-type: none"> ● Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. ● Be aware of and safeguard the confidentiality of information relating to both staff and students and put in place personal procedures to ensure this confidentiality is maintained. ● Be aware of and support difference and ensure equal opportunities for all. ● Contribute to the overall ethos/work/aims of the school. ● Appreciate and support the role of other professionals.

	<ul style="list-style-type: none">● Attend and participate in relevant meetings as required.● Participate in training and other learning activities and performance development as required.
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The postholder must also undertake other duties within his/her competence or otherwise