



Job Information

Personal Assistant to the Headteacher

Aims of Kesgrave High School

Kesgrave High School seeks to provide an environment where our pupils feel safe, secure, nurtured and are encouraged to grow. This positive and inclusive nature allows our youngsters to be able to reach their full potential across their own individual range of abilities and talents.

Support staff at Kesgrave High School consists of hard working and friendly individuals who support the work of the school. The administrative and associate staff roles in our large High School are many and varied. Some support staff have considerable interactions with students, some connect regularly with parents and carers, others work alongside staff to ensure that what we provide for our students is safe, efficiently managed, uses resources effectively, stays true to our aims and core purpose and communicates clearly and sensitively with our stakeholders. We work as a team, supporting each other through our job roles.

Kesgrave High School is a thriving school of around 1900 students and growing. There are around 1550 students in the main school and 350 students in our Sixth Form. We are part of East Anglian Schools Trust (EAST). We are passionate about learning and student achievement, and our support staff play an integral role in the process of improving standards. We are committed to providing excellent staff opportunities through developing and promoting our staff and offering CPD and support for new staff.

Colleagues work collaboratively to meet the aims of the school and enjoy a high level of personal and professional support. Visitors often comment on the positive and friendly atmosphere in the school and on the hard work of staff. We strive to help students to maximise their full potential and take pride in the progress the school continues to make.

If you feel that Kesgrave is a school where you could make a contribution, we will be delighted to receive your application. If you would like any further information about the post, please contact Julie Garnett, Headteacher's PA jgarnett@kesgrave.suffolk.sch.uk, who will pass these to me for any further information that you seek about the role.

I very much look forward to your interest in the role.
Julia Upton
Headteacher

Grade of post:	Grade 5, Point 21-25
Contract Basis:	Permanent
Contract terms:	37 hours per week, 52 weeks per year (holiday 28 days plus bank holidays)
Salary:	£37,280-£40,777
Location:	Kesgrave High School
Line Manager:	Headteacher

Purpose of the job

To provide an efficient and confidential secretarial service to the Headteacher. To support the Headteacher in ensuring that the school is compliant with all statutory policies and regulations. To lead on all clerical aspects of HR.

Contract terms and duties

The postholder is required to carry out their own strategic forward planning but be flexible, be able to meet problems as they arise, and often use their own initiative to deal with them. It involves a great deal of communication, both verbal and written, with a wide range of staff of the school, pupils and parents/carers. The role has tasks that will ebb and flow with regard to workload. The postholder will make day-to-day decisions about own workload, within a clear framework. There may be some need to use analytical, judgemental, creative and developmental skills. This role requires the utmost confidentiality and sensitivity.

The contract is for 52 weeks per year, with 28 days holiday (plus bank holidays) per annum. Holiday must all be taken in school holiday time and timings must be agreed with the Finance Manager to ensure that payroll deadlines are met.

Accountable to

The role is line managed by the Headteacher.

Liaison with

This postholder will work closely with others in the administrative and support staff team. Operational training and technical support will come through collaboration with the PA to the Sixth Form and the Business Manager. There is also support from employees of EAST in the HR and operational team. There will regularly be liaison with other support staff such as Reception staff, Cover Supervisors and the Attendance team.

Key responsibilities

HR Management

- To be responsible for all aspects of recruitment administration.
- To be responsible for all aspects of appointments and contract administration.
- To be responsible for the staffing database, including information in financial planning software and the school information system.
- To hold information on and understand the staffing profile, including part-time and fixed-term contracts.
- To ensure that all aspects of compliance and safeguarding with regard to appointments are completed, including all aspects of the Single Central Record.
- To process the school workforce census, ensuring that information held is accurate.
- To process changes to contract and associated payroll changes in liaison with the school payroll provider and the Trust.
- To have responsibility for the processing of payroll, checking output matches the staffing profile and delivery.
- To be responsible for maintaining accurate and secure personnel records.
- To be responsible for recording and processing staff absence information.
- To be responsible for processing of additional hours and staff expenses claims.
- To be responsible for managing planned absence requests.
- To process updates to timetable due to in-year staffing changes.

Organisation and support to the Headteacher and Senior Management Team

- Organising meetings for the Headteacher including inviting other participants to meetings.
- To process any communication that the Headteacher wishes to share with parents and carers.
- Awareness of the Headteacher's diary and bring meetings and other appointments to their attention.
- Acting as a first point of contact for visitors, staff and students who have a meeting with or wish to speak to the Headteacher.
- Arranging facilities, hospitality and refreshments for Headteacher's visitors, meetings and school events as requested.
- Acting as minute-taker in occasional meetings at the request of the Headteacher.
- Managing the school's policy schedule, so that the school meets statutory requirements for maintaining and publishing the required policies.
- Advising the Headteacher on the requirements of the statutory policy list in the event that changes to that list are mandated by government.
- Maintaining the paperwork and records associated with suspensions and exclusions.
- Liaising with other support staff and governors with regard to student disciplinary hearings.
- Creation of reports for the Headteacher's report to the LGB, including data on suspensions, trips and visits

- Liaising with the clerk to the governing body with regard to the organisation of LGB meetings and paperwork, including recruitment and processing of new governors.
- Creation and review of the school calendar in liaison with the SMT.
- Liaising, with tact and diplomacy, with other stakeholders, particularly parents/carers and representatives of the local community generally.

Management of others

- Management of the front office staff.
- Induction/training for new support staff, in collaboration with others.

Management of cover and staff absence

- Communication and relationship management with supply agencies.
- Planning of daily cover needs for absent teachers.
- In liaison with the Lead Cover Supervisor, assigning staff to the cover of classes for both planned and last-minute absence.
- Receiving and then sharing work set by absent staff with staff assigned to cover classes (cover supervisors, contracted supply staff and covering teachers).
- Producing the daily cover timetable and sharing with all staff.
- Managing any cover needs as they arise during the school day.
- Keeping detailed and accurate records of staff absence.

Financial management

- Overview of the ParentMail system.
- Support for other associate staff who manage trips and visits.
- Management of parental and staff queries with regard to individual catering accounts.

Wider administrative support

- Providing occasional back up for reception team with regards to all aspects of telephone call management, processing and supporting visitors, and general duties.
- Providing occasional back up for other administration teams with regards to all aspects of team-specific administrative duties.
- Complying with the requirements of health and safety, other relevant legislation and school policies and to understand and comply with the school's Equal Opportunities Policy.
- Using the school's MIS system effectively.
- Dealing with queries – especially in the absence of the Headteacher – and liaising with other members of the Senior Management Team to act in the Headteacher's absence.
- Dealing with parent queries – proactively deciding what action needs to be taken and by whom.
- Managing queries and processing with regard to students and staff catering accounts.
- Liaising with Healthcare providers with regard to the organisation of immunisation and other health interventions on school site.
- Contributing to whole-school events as and when required.

- Maintaining high and professional standards as the front line to the school.
- Promoting our values through interactions with all stakeholders.
- Other duties which might be deemed by the Headteacher to be necessary.

This job description sets out the main duties associated with the stated purpose of the post. The duties listed above are representative but not exhaustive and other duties appropriate to the post may be undertaken and should not be excluded simply because they are not itemised. The duties and responsibilities of this post may change from time to time and the post holder may be expected to undertake other duties of a similar level/nature, which are considered appropriate to the level of this post but not explicitly mentioned above, at the request of the Headteacher. Similarly, the duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. When necessary, appropriate training will be given to enable the post holder to undertake new/varied work.

Person Specification

	Essential	Desirable
Education & Qualifications	<p>GCSE Grade C or above in English and Maths or equivalent.</p> <p>NVQ level 3 in an appropriate subject i.e. Administration, Customer Service or equivalent knowledge and experience.</p>	<p>NVQ level 4 in an appropriate subject or equivalent knowledge and experience.</p>
Relevant Experience	<p>Demonstrable experience in a range of secretarial procedures and working as a PA at a senior level.</p> <p>Significant administrative experience in a school environment.</p> <p>Ability to plan and organise own workload, taking responsibility for prioritising and delivery of tasks. Where appropriate, support colleagues in managing their workloads.</p> <p>Experience of line managing staff including undertaking performance development review meetings.</p>	<p>Previous experience of working as a Headteacher's PA.</p> <p>Experience of working with young people and/or young adults.</p>
Knowledge & Skills	<p>Substantial experience in the use of Microsoft packages.</p> <p>Experience of School Information Systems, including those relating to personnel.</p> <p>Excellent literacy and numeracy skills.</p> <p>Able to communicate to others in person and in writing with others in a manner which upholds the values and ethos of the organisation.</p> <p>Knowledge and use of general office procedures and equipment.</p> <p>Knows how to maintain accurate records; maintaining confidentiality at all times.</p> <p>Demonstrates an understanding of confidentiality and data protection requirements in the workplace.</p> <p>Research and problem-solving skills to deal with queries and issues.</p>	<p>Ability to monitor and allocate work to others.</p> <p>Knowledge of school policies and procedures.</p> <p>Knowledge of own and others responsibilities for health and safety.</p>
Disposition	<p>Ability to work on own initiative.</p> <p>Ability to complete tasks and projects on time and to a high standard, demonstrating a can-do attitude.</p> <p>Ability to work to tight deadlines and under pressure.</p> <p>Able to work collectively as part of a team</p> <p>Ability to prioritise workload</p> <p>Able to motivate self and others</p> <p>A sense of humour!</p>	