

HEADTEACHER'S PERSONAL ASSISTANT JOB DESCRIPTION

Post: Headteacher's Personal Assistant
Grade: PO1/PO2 – Spine Point 29-36 based on experience
Salary (pro-rata): £38,329.40 - £44,883.87
Hours (standard): 36 per week, 46 weeks
Responsible to: Headteacher



KINGSMEAD
SCHOOL & SIXTH FORM

Job Purpose

1. To provide an efficient and confidential Personal Assistant service to the Headteacher.
2. To be part of the SLT Organisation team
3. To oversee effective and appropriate home/school communication
4. To oversee Marketing and PR

PA to Headteacher

- To maintain the Headteacher's diary and bring meetings and appointments to their attention.
- To organise meetings for the Headteacher including inviting other participants to meetings.
- To ensure that the Headteacher is briefed for all meetings with relevant correspondence, documents/presentations and in the Headteacher's absence refer matters to the relevant member of the Leadership Team (SLT).
- To co-ordinate the agenda for SLT meetings, take action points of SLT meetings and then distribute to all SLT members.
- To attend and take minutes of any other meetings as requested by the Headteacher.
- To produce and distribute the weekly school bulletin in conjunction with the Headteacher or the designated member of SLT.
- To liaise closely with the Trustees on behalf of the Headteacher.
- Collate and disseminate papers for Trustee meetings
- Maintaining high and professional standards as the front line to the school.

Lead on Home/School communication

- To act as a first point of contact for visitors, staff and students who have a meeting with or wish to speak to the Headteacher.
- To arrange hospitality and refreshments for Headteacher's visitors, meetings and school events as requested.
- To lead on the annual open evening event for perspective Yr 6 parents

- To help coordinate other school evening events liaising with staff members and offer an advisory service to ensure all evening events in school maintain a consistently high standard.
- Oversee the Communications and Marketing Manager to ensure that the school website remains up to date.
- Oversee the Communications and Marketing Manager to oversee all social media platforms
- To liaise, with tact and diplomacy with other school staff and others outside the school, particularly parents, and representatives of the LA and the local community generally.
- To ensure that Kingsmead School has regular positive press and media coverage by building links with local and national media and press.
- To create, produce, maintain and distribute the school calendar.
- Ensure that administrative and clerical tasks are undertaken in accordance with agreed policies, procedures and appropriate legislation.
- Interviewing and training of support staff.
- Oversee the Communications and Marketing Manager to manage the School reception service including greeting visitors and answering phones.
- First contact for emergency services, Youth Offending, Police, Social Services etc.
- Dealing with queries – especially in the absence of the Headteacher – and deciding how to deal with the query and whether it should be referred to another member of staff.

Human Resources

- To be responsible for ensuring all necessary safeguarding checks have been undertaken. To ensure that the Single Central Record accurately and thoroughly reflects all new starters, leavers, agency staff, catering staff, cleaning staff and governors in conjunction with the DSL, working alongside the HR Manager and the Communications and Marketing Manager.
- To oversee the HR Manager in providing advice to SLT as appropriate on contracts, conditions of service, payment of salaries and other personnel matters, and on legal matters as appropriate, advising SLT and governors appropriately.
- To oversee and ensure that the HR Manager advises and assists the Headteacher/SLT with sickness absence management, disciplinaries, capabilities, grievances and any other HR processes
- To oversee the HR Manager in managing and developing the recruitment procedures for all staff; managing the process, drafting adverts, providing job descriptions etc.
- To oversee the Finance Officer to ensure staff receive salary statements annually
- To work with the SLT on the Induction Policy and procedures, ensuring all staff are inducted effectively and carrying out the relevant evaluations.
- To manage the selection process in respect of all administration staff.
- To assist on annual review of all HR policies
- Prepare the annual gender pay gap report

- To prepare employment references for the Headteacher to sign
- To lead the onboarding and offboarding processes for staff where required

Staff Responsibilities

- Overall line management responsibility of support staff as directed
- To ensure the appraisal and line management of support staff as directed takes place
- To oversee the training and development of individuals
- To take responsibility for staff mandatory training completion and administration

Promotion of School Values

- To contribute to whole School events as and when required.
- To support and contribute to the School’s commitment to safeguarding all students. All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at Kingsmead School are expected to share this commitment.
- To be aware of the School’s duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.

General:

- This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at any future time and is reviewed annually, to take account of the developing needs of the school.
- The post holder will be expected to work within the schools’ policies and procedures at all times.

Agreement:

Date of review: _____

Signed (post holder): Name (Print):

Signed (Line Manager): Name (Print):

Signed (Headteacher):