



Head Teacher's PA and Medical Lead

JOB DESCRIPTION

Role Purpose:

To provide confidential and highly professional support to the Headteacher. To act as an ambassador for the Academy and the Headteacher in all matters & to manage the office and team

Position summary:

- To provide a high standard of secretarial and administrative support to the Headteacher, enabling him to operate in a highly efficient manner.
- To use own initiative to prioritise the Headteacher's workload and divert tasks to / from their attention
- To adopt and coordinate designated administrative processes to support the Headteacher and leadership team.
- To ensure that rigorous systems are in place in order to provide a high standard of secretarial, administrative and management support and to assist in the smooth running of all Academy activities.
- To liaise with marketing agency and coordinate marketing/communications for the academy, including overseeing student recruitment, events and communications (website, newsletter, social media etc.)
- You will support the work of the Headteacher and the Leadership Team by providing comprehensive and confidential administrative, secretarial and clerical support to them
- You may be asked to research and present information as requested by the Headteacher.
- You will be the first point of contact for anyone wishing to contact the Headteacher
- You will present the academy well, maintaining high professional standards at all times and inspire confidence in all who contact the academy.
- You may, from time to time, liaise with teams at E-ACT central office to ensure that the academy is following best practice across the group.
- Be responsible for the effective management of administration procedures
- Be responsible for managing the office and team.
- Provide customers services to external and internal customers

Key Responsibilities:

- To set up and maintain efficient and effective systems for filing and organising correspondence
- To attend executive leadership meetings and record and circulate accurate minutes
- To produce letters, reports and documents, including confidential papers on behalf of the Headteacher
- To ensure HR documents, letters and purchase expenses/orders/invoices sent by E-ACT Head Office relating to the Headteacher are signed and returned in a timely manner via the Operations Manager.
- To deal with all e-mails, phone calls and personal enquiries efficiently and effectively, including inbox management for the Headteacher
- To communicate and liaise with staff, students, parents, governors, E-ACT staff, members of the local community and other external parties as appropriate

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- To manage the Headteacher's diary and book all necessary travel arrangements
- To meet daily with the Headteacher to discuss tasks and forthcoming deadlines, meetings, events and engagements, ensuring that the Headteacher is fully briefed in advance and in possession of all relevant information
- To ensure that all communications are handled professionally, discreetly and with complete confidentiality
- Handling purchasing and expenses for the Headteacher
- Screening phone calls, enquiries, requests and complaints, and handling them when appropriate
- Dealing with incoming email and post, often corresponding on behalf of the Headteacher
- Taking minutes
- Carrying out background research and presenting findings;
- Producing documents, briefing papers, reports, letters and presentations;
- Organising and attending meetings and ensuring the Headteacher is well prepared for meetings;
- Liaising with clients, suppliers and other staff
- Liaising with the Chair of Governors and Clerk

Medical Lead Responsibilities

- Maintain accurate pupil medical records in line with statutory requirements.
- Oversee and implement medication administration protocols.
- Liaise with external health professionals and agencies regarding pupil health needs.
- Lead the administration and organisation of first aid provision, including maintaining supplies and records.
- Oversee first aid training for staff, ensuring compliance and up-to-date certification.
- Provide first response care to pupils and staff as required.
- Ensure robust safeguarding practices are followed and report any concerns in line with school policy.

General Management and Administration:

- To establish and maintain a business-like office environment and promote good relations with all staff
- Adopt existing and/or develop simple, efficient office management systems and procedures (for example filing, answering phones, organising electronic and other mail and correspondence)
- To oversee the production of correspondence, reports and newsletters by other administrative staff
- To ensure that all enquiries and correspondence are dealt with promptly and effectively, in a manner that promotes a positive image of the academy
- To make maximum use of ICT for all administrative tasks, including the network for diary management and the effective management of relevant databases
- To ensure effective liaison between admin and teaching staff
- To liaise with marketing agency and coordinate marketing/communications for the academy, including overseeing student recruitment, events and communications (website, newsletter, social media etc.)

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- To manage or coordinate any process and/or ad hoc projects as directed by the Headteacher

Other:

- To undertake training and development relevant to the post and in line with the academy's priorities
- To undertake any other duties as directed by the Headteacher
- To actively promote the Academy and liaise with outside agencies as necessary, representing the Academy as appropriate
- To maintain a presence around the school to ensure that the highest standards of behaviour and site usage are upheld

Undertake any other duties appropriate to the grade of the post as requested by your Line Manager

To have an understanding of and work within the requirements of GDPR at all times and comply with E-ACT policy in terms of data protection

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

PERSON SPECIFICATION

Whether you're a 3year old in nursery learning to explore the world around you, an 18year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

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OUR VALUES

Thinking Big	• Show energy, enthusiasm and passion for what you do • Demand the highest quality in all that you do, and in the work of your team • Willing to champion new ideas and think beyond the status quo • Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better • Be open to new ideas and change where it will have a positive impact on the organisation • Show a willingness to embrace different ideas and ways of thinking to improve E-ACT • Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work • Commitment to self-development, and developing your wider Team • Ability to self-reflect on yourself, your performance, and to think about how this could be improved further • Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
Doing the Right Thing	• Have integrity and honesty in all that you do • Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work • Take responsibility and ownership for your area of work • Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils • Be transparent and open • Be resilient and trustworthy • Stand firm and stay true to our mission
Showing Team Spirit	• Understand how you can have a greater impact as a team than you can as an individual • Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission • Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level • Recognise and celebrate the success and achievements, no matter how small, of your colleagues • Be generous with sharing your knowledge to help to develop others • Understand and be willing to receive suggestions and input on your area of work from others • Support your colleagues, even when this means staying a little later, or re-prioritising some of your work • Be aware of other peoples' needs and show an ability to offer genuine support • Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams

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KNOWLEDGE, EXPERIENCE & SKILLS

Requirement

E – Essential

Assessed at

A – Application Stage

D – Desirable

I – Interview Stage

P – During the probationary period

		E	D	A	I	P
Organisational Fit	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
Knowledge	Right to work in the UK	X		X	X	
	Maths and English GCSE at grade C or above	X		X	X	
	Relevant qualifications in office administration and IT applications desirable Business Admin NVQ	X		X	X	X
	First Aid qualification desirable.		X	X	X	X
	Knowledge and understanding of safeguarding.	X		X	X	X
Experience	Experience of running effective administrative, clerical and financial systems, ideally within a school	X		X	X	X
	Experience of diary management	X		X	X	X
	Flexible, highly organised, able to multi-task and use initiative to prioritise work to meet deadlines	X		X	X	X
	Experience of managing a team	X		X	X	X
	Able to take ownership of tasks and work with minimal supervision	X		X	X	X
	Flexible, highly organised, able to multi-task and use initiative to prioritise work to meet deadlines	X		X	X	X
	Ability to operate new IT systems and databases		X	X	X	X
Skills	Excellent administrative and organisational skills	X		X	X	X
	Understand the importance of confidentiality and discretion	X		X	X	X

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	Ability to build and maintain effective working relationships with internal colleagues and external agencies	X		X	X	X
	Excellent Excel and numeracy skills	X		X	X	X
	Impeccable written and oral communication skills	X		X	X	X
	Highly computer literate, with particular skill in using Microsoft Office	X		X	X	X
	The ability to write clearly and concisely and to produce and maintain documents and systems	X		X	X	X
	Ability to demonstrate diplomacy and tact	X		X	X	X
	Ability to be flexible and to work to tough deadlines	X		X	X	X
	Ability to negotiate and obtain cooperation from others in meeting deadlines	X		X	X	X
	Ability to take notes from meetings and produce focussed minutes which may sometimes be subject to critical external scrutiny	X		X	X	X
	Ability to organise and maintain accurate records and filing systems which allow easy access to high volumes of information	X		X	X	X

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