



# Colnbrook C. of E. Primary School

## Job Description

### Personal Assistant to the Headteacher

**Grade:**

**Main purpose of the post:**

To provide full administrative and personal assistance to the Headteacher to ensure the smooth day-to-day running of the school. This involves liaising with internal and external contacts, planning and scheduling meetings and events, handling correspondence and managing the school's and Headteacher's calendar. The post-holder must be able to handle confidential items and be able to work on their own initiative.

Key Accountabilities

**A. Administrative**

- Provide the full range of secretarial services, including preparation of documents, letters, spreadsheets, presentations, minute taking etc.
- Assemble and prepare papers required by the Headteacher to attend meetings, prepare reports, or reply to requests for information.
- Take minutes of meetings as required.
- Co-ordinate the Headteacher's diary and book meetings for the Headteacher.
- Manage the whole school diary and deal with routine correspondence.
- Organise and draft school organisational rotas, including duty rotas.
- Support senior leaders in ensuring appropriate cover arrangements are in place for absent staff.
- Receive and appropriately deal with incoming electronic and telephone communications to the school.
- Manage the PA's email inbox and action accordingly.
- Provide general school administration support, including liaising with parents and greeting visitors.
- Carry out research for the Headteacher and other senior leaders as required.
- Ensure the maintenance of clear and effective filing, records and other systems and to keep them updated.
- Organise own workload and prioritise on a daily basis using own initiative and knowledge of the work, with minimum direct supervision from the Headteacher.
- Receive visitors on behalf of the Headteacher and provide refreshments for visitors as appropriate.
- Ensure the school website is kept up-to-date and maintained in line with current statutory requirements.
- Liaise and co-ordinate with school staff and Trust staff when required.
- Ensure school policies are up to date and bring to the attention of the Headteacher and other leaders when these require review. Provide administration support in making amendments to policies.
- Provide administration support to class teachers as required, for example in the administration and preparation of school trips, school events, collection of information and parents' evenings.
- Book visitors to the school (e.g. school photographer, church visitors, training providers, school nurse etc.) and support with visit administration.
- Circulate information as required, drafting responses and prompting action as required. Keep the Headteacher up to date and informed at all times.
- Manage all continuing professional development (CPD) course bookings.
- Produce reports when required for Headteacher.
- Ensure the school complies with UK GDPR regulations, collecting and checking appropriate consent is gained.
- Support the school business manager and other admin colleagues with tasks, as appropriate
- Any miscellaneous clerical tasks or duties.

## **B. Communication**

- Ensure the Headteacher and other staff are made aware of urgent matters.
- Ensure clear communication and liaison with staff, parents, and external agencies on behalf of the Headteacher.
- After discussion, draft, as appropriate, outgoing correspondence and documents on behalf of the headteacher, including the school newsletter.
- Circulate information as required, drafting responses and prompting action as required. Keep the Headteacher up to date and informed at all times.
- Be responsible for the weekly newsletter that is circulated to the school community.

## **C. HR Support**

- Alongside the school business manager, maintain the online Single Central Register and ensure timely administration of employment checks, including DBS checks.
- To support the recruitment of staff, placing adverts, compiling application packs, keeping records of applicants, contacting interviewees, preparing for interviews, confirming appointments with contracts.
- To ensure all staff HR folders, files and records are up to date.
- Monitor staff sickness and requests for leave, bringing these to the attention of the Headteacher.
- Ensure regular visitors to the school are recorded on the SCR and correct checks have been completed.
- Book and track staff training to ensure compliance (e.g. Safer Recruitment, First Aid, Team Teach etc.).

## **D. General**

- Maintain confidentiality in and outside the workplace.
- Manage hospitality for meetings and events for the Headteacher.
- Foster links between the school and the local communities to enhance the school's provision.
- Support the implementation of school and Trust policies.
- Promote the inclusion and acceptance of all staff and pupils.
- Be aware of and understand safeguarding protocols and procedures and the importance of taking appropriate action.
- Attend and participate in meetings and training opportunities.

## **Confidentiality**

During the course of your employment you may see, hear or have access to information on matters of a confidential nature relating to the work of Colnbrook C. of E. Primary School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

## **Data Protection**

During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018.

## **Safeguarding**

In accordance with the Trust's commitment to follow and adhere to the most recent versions of the Department for Education's (DfE) guidance entitled "Keeping Children Safe in Education" and "Safeguarding Children and Young People and Young Vulnerable Adults Policy" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust.

All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.

You are also required to know and comply with the most recent version of the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People.' You are required to have

satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

### **REVIEW**

This job description is reviewed on an annual basis and will be used as a focus for the relevant Post Holder's appraisal. This job description does not detail all of the tasks the post holder may be required to undertake.

The Headteacher may, from time to time, require the Post Holder to take on further, reasonable responsibilities in order to ensure the school successfully meets its goals. The Local Governing Body and Headteacher reserve the right to negotiate any significant changes to this job description with the Post Holder.

### **Note**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

## Personal Specification

| <b>QUALIFICATIONS &amp; EXPERIENCE</b>  | <b>Essential</b> | <b>Desirable</b> |
|---|------------------|------------------|
| Experience of working in an administrative capacity and / or PA   | X                |                  |
| GCSE Maths and English grade C or equivalent  | X                |                  |
| Education to 'A' Level standard or equivalent   |                  | X                |
| Experience of working in a school setting   |                  | X                |
| Experience of building strong relationships with colleagues   | X                |                  |
| Evidence of continuous commitment to further professional development   | X                |                  |
| <b>KNOWLEDGE and SKILLS</b>   | <b>Essential</b> | <b>Desirable</b> |
| Good command of English, both written and oral  | X                |                  |
| Relevant experience in administration and organization  | X                |                  |
| Ability to work independently, manage own workload, prioritise and meet deadlines   | X                |                  |
| The ability to prioritise, and organise the flow of communication, both written and oral, between the Headteacher and wider staff | X                |                  |
| Ability to understand data and create reports   | X                |                  |
| Ability to manage the information and data requirements of the school and a variety of outside agencies                           | X                |                  |
| Awareness of sensitive information and the need for confidentiality   | X                |                  |
| Ability to write effectively for a variety of different audiences   | X                |                  |

|   |                  |                  |
|---|------------------|------------------|
| Excellent ICT skills across a range of software packages to support effective administration              | X                |                  |
| A thorough understanding of, and personal commitment to, equality of opportunity.                         | X                |                  |
| <b>PERSONAL QUALITIES</b>   | <b>Essential</b> | <b>Desirable</b> |
| Can develop positive, professional working relationships with a range of colleagues                       | X                |                  |
| Stays calm even in difficult situations   | X                |                  |
| Positive demeanour and good role model to all others  | X                |                  |
| Able to learn how to use new systems quickly, both ICT and non-ICT based                                  | X                |                  |
| Adaptable with a 'can do' attitude  | X                |                  |
| Shows attention to detail, highly professional, confidential and discrete                                 | X                |                  |
| A strong team player who can collaborate and work effectively to secure the best outcomes for the school. | X                |                  |
| Is resilient and able to use existing resources to overcome challenges                                    | X                |                  |
| Demonstrates courage, emotional intelligence and confidence   | X                |                  |

**Signature of post holder:**

**Date:**

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**Signature of headteacher:**

**Date:**

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