



## **JOB DESCRIPTION**

### **IMPORTANT**

#### **THE REHABILITATION OF OFFENDERS ACT**

This position does not require you to disclose any spent convictions under the Rehabilitation of Offenders Act. You are **not** required to and **should not** complete this section of the application form

**JOB TITLE:** Personal Assistant to the Headteacher

**REFERENCE:** AAAE7073

**GRADE:** 6

**REPORTING TO:** Headteacher

#### **JOB PURPOSE:**

- To provide the Headteacher with high quality executive secretarial, administrative and personal support.

#### **PRINCIPAL RESPONSIBILITIES**

<b>1.</b>	Provide a high quality executive, personal and confidential administrative support service for the Headteacher to maximise the effective and efficient use of their time.
<b>2.</b>	Organise meetings and other school events involving the Headteacher, attend, take accurate notes and draft minutes as required. Act as first point of contact and, in the absence of the Headteacher, exercise a high degree of initiative, integrity and sensitivity, making appropriate judgment's and decisions in order to deal effectively with matters as they arise, particularly matters of a personal or political nature.
<b>3.</b>	Provide a professional advice and administration service to the Headteacher on policies, practices and procedures in relation to admissions and exclusions. Ensure the Headteacher is well briefed and able to make efficient and effective response to all enquiries, requests or information and in meetings.
<b>4.</b>	Produce documents accurately and to deadlines, including correspondence in the form of letters, e-mails and reports using ICT systems, Microsoft packages (Word, PowerPoint, Excel, Outlook etc).
<b>5.</b>	Develop and maintain electronic filing systems to provide efficient and readily accessible sources of information.
<b>6.</b>	Formulate and maintain school policies and develop and organise a system for annual review and approval of all policies.

<b>7.</b>	Respond to enquiries both by telephone and in person from a wide range of contacts, assessing their priority and importance and decide an appropriate course of action to avoid any unnecessary disruption to the Headteacher. Read and action all email correspondence addressed to the Headteacher and deal. Deal with complaints as required.
<b>8.</b>	Manage the school's public relations and marketing activities to enable effective communication within the school and the local community including the Parent's Association. Support the update of information and content on behalf of the Headteacher to the various communication channels including the school website and staff VLE in conjunction with the Headteacher.
	NOTE Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.