



Job description

JOB TITLE:	Headteacher's Personal Assistant
SALARY CODE:	Clapton Support Staff Range, Scale SO2, Points 27 - 29 (Pro Rata)
RESPONSIBLE TO:	Headteacher (Line Managed by Head of HR)
HOURS OF WORK:	<p>This post is term time only (195 days) plus a further 72 hours that are flexible (equivalent to 10 days).</p> <p>The hours of work are : Monday , Wednesday, Friday: 7.45am – 3.15pm Tuesday and Thursday: 7:45am- 3:45pm</p> <p>These timings include a 30 minute lunch break and a normal 36 hour week. These hours may be reviewed in consultation with you. The remaining 72 hours of work will be agreed once the needs of the academic year are known.</p>

POST RESPONSIBILITIES

- To provide a comprehensive, confidential and efficient administrative support service (including word processing, preparation of presentations, minute taking, copying, filing etc) to the headteacher.
- To be the first point of contact for the Headteacher including being the initial recipient of all telephone calls and taking and passing on accurate messages.
- To manage the headteacher's diary, balancing competing priorities and reducing pressure on the headteacher.
- To be the main channel of communication between the academy and the governing body including managing the governors portal and providing administrative support for the preparation of governing body meetings as required.
- To maintain a database of names, addresses and categories of governing body members and their terms of office.
- To support the election process for staff and parent governors.
- To coordinate all meetings of the Governors' student discipline committee.
- To prepare agendas for, attend and minute meetings as required and ensure the collation and timely distribution of supporting papers.
- To organise and support meetings involving the headteacher, arranging venues and hospitality as required and to be responsible for any bookings of the headteacher's meeting rooms.
- To maintain a system to ensure that tasks, enquiries and correspondence are actioned by the headteacher.
- To maintain an accurate, comprehensive and confidential filing and record keeping system for the headteacher.
- To support the headteacher in managing queries and concerns raised by stakeholders, ensuring strict confidentiality.
- To maintain a log of complaints received in line with the complaints policy and GDPR guidelines.
- To manage and draft routine and non-standard correspondence as required.
- As part of the Human Resources team, to assist with administrative work related to trips, exclusions and recruitment.
- To provide agreed administrative support for other members of the Leadership Team as directed.
- To run errands as necessary.
- To request and compile notices for the weekly 'overview of the week', including the academy diary.
- To develop and maintain a system for issuing and reporting the headteacher reward system.



- To coordinate the administration of the academy prefect programme.
- To cover main reception as directed.
- To undertake any other reasonable duties commensurate with the grade of the role as directed by the headteacher or head of HR.
- To act as a qualified First Aider and attend relevant training.

Additional duties and tasks will be negotiated and agreed at the time of appointment and annual review (following the first annual cycle) at the direction of the Academy Business Leader.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the academy in relation to the post holder's professional responsibilities and duties.

The post holder will be expected to carry out all duties in the context of and in compliance with all the academy's policies and procedures and in compliance with Clapton Girls' Academy Equal Opportunities Policies and Code of Conduct. All the above duties are to be carried out in line with current Health and Safety legislation.

ACCEPTANCE OF THE JOB DESCRIPTION BY POST HOLDER

I can confirm my acceptance of the Job Description as outlined above

NAME:

SIGNED:

DATE:



Person specification – Headteacher's PA

QUALIFICATIONS

	ESSENTIAL	DESIRABLE
5+ GCSE's A*- B, including English and Maths	✓	
A Further Education Qualification i.e. A Level's or equivalent	✓	

EXPERIENCE

	ESSENTIAL	DESIRABLE
Experience of working within an educational environment or with young people	✓	
Experience of PA support or equivalent in a similar setting		✓
Experience of working in a busy environment and the ability to respond positively to high work demands and at times, extreme pressure	✓	
Experience of handling confidential information appropriately	✓	
Experience of maintaining and developing databases and effective records	✓	
Experience of producing standard reports	✓	
Experience of undertaking a range of clerical and administrative duties	✓	
Experience of diary management, including use of Outlook	✓	

KNOWLEDGE AND SKILLS

	ESSENTIAL	DESIRABLE
A typing speed of 60 wpm	✓	
An excellent working knowledge of the Microsoft Office Suite	✓	
Excellent interpersonal skills and the ability to interact effectively and professionally verbally and in writing	✓	
Excellent administrative and organisational skills	✓	
Ability to prioritise workload, work methodically and meet deadlines	✓	
Excellent accuracy and a meticulous attention to detail	✓	
Ability to work independently and as part of a team	✓	
Ability to take accurate minutes in fast paced meetings	✓	
Excellent telephone manner	✓	
Ability to multitask effectively	✓	

PERSONAL QUALITIES AND ATTRIBUTES

	ESSENTIAL	DESIRABLE
Reliable, discrete, honest and trustworthy	✓	
Able to remain calm and cope with the unexpected.	✓	
Committed to being a role model for staff and students in relation to overall conduct, including dress code, attendance and timekeeping.	✓	
Flexible with a 'can do' attitude.	✓	
Energy, enthusiasm and commitment.	✓	
Committed to safeguarding and promoting the welfare of children and young people.	✓	



Clapton Girls' Academy

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Challenge, Wellbeing, Teamwork