

BRINE LEAS SCHOOL
JOB DESCRIPTION



JOB TITLE:

Personal Assistant to the Head of School

DEPARTMENT: Administration

GRADE: 6

HOURS: 37 hours per week/40 weeks per year

REPORTS TO: Head of School

1. JOB PURPOSE

To provide a daily administration service and to act as personal assistant to the Head of School including dealing with highly confidential and sensitive issues.

2. PRINCIPAL DUTIES AND RESPONSIBILITIES

PA to the Head of School

1. To perform administration duties and attend meetings as reasonably required.
2. Manage the Head of School's diary and appointments including communications e.g. telephone, email, post etc., bringing meetings and appointments to their attention.
3. Manage any incoming correspondence referring on as appropriate; screening telephone calls, enquiries and requests, and handling them as appropriate in the absence of the Head of School, deciding how to deal with the query and whether it should be referred to another member of staff.
4. Supporting the Head of School's management of administrative duties including the preparation of necessary documents and reports.
5. Receive visitors on behalf of the Head of School.
6. Undertake liaison between the Head of School and school staff, parents and the local community in general.
7. Arrange accommodation/travel for meetings, preparation and distribution of agendas and paperwork and minute taking of staff meetings including Leadership, Management, disciplinary, Grievance meetings etc.
8. Act as secretary to the Joint Consultation Group (JCG) union meetings, arrange meetings, circulate agendas, take and distribute minutes accordingly.
9. To Act as first point of contact and arrange hospitality for visitors, staff and students who have a meeting with or wish to speak to the Head of School.
10. To co-ordinate the agenda for Leadership Group meetings, take action points of the meetings and distribute to all Leadership Group members.
11. Provide administrative support to the Senior Leadership Group as directed by the Head of School, including diary management.
12. Manage a public relations role with school staff, parents, students, governors, the community and external agencies, including compilation of rotas, co-ordination of open evenings, school closure routines, school calendar development, compilation of parents' handbook, school tours for prospective parents etc.
13. First contact for emergency services, Youth Offending, Police, Social Services etc.

Office Manager

1. To participate in the School's performance Management scheme to support individual development.
2. Oversee the day to day management and delegation of work within the Office Team, including managing the Performance Management of the Office Team.
3. Develop and implement office procedures to ensure an efficient and effective administrative support service from the office team to the school.
4. Organise and file paperwork, documents and computer based information, including overseeing the management of the school archiving records.
5. Work closely with other staff (HR Manager and Administration Staff).
6. Occasional back up for Office team with regards to all aspects of telephone, visitors, work and general duties.

Support for the School

- All staff are expected to maintain high standards of student/customer care in the context of the school's core values, and to participate in training activities necessary to their post.
- 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.
- Be aware of and comply with policies relating to Child Protection, Health and Safety, confidentiality, SEN Code of Practice as well as general staff procedures.
- To maintain a personal and professional image at all times and to comply with the code of conduct, regulations and policies of the School and its commitment to equal opportunities.
- Contribute to the overall ethos, vision and aims of the school.
- Appreciate and support the roles of other professionals within the school.
- Attend all relevant meetings as required.
- Participate in training and other learning activities as required.

Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the jobholder will undertake such work as may be determined by the Head of School/Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the school site/s.

This job description will be reviewed where necessary 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; it sets out the expectations of the school in relation to the post holder's professional responsibilities and duties.

Post holder's immediate Line Manager: Head of School

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Disclosure and Barring service check (DBS). The level of check required for this job is an Enhanced disclosure.

I Understand and accept the job duties and responsibilities contained in this job description.

Signature: _____ Date: _____