

JOB DESCRIPTION

Job Title:	Personal Assistant to the Senior Leadership Team (PA to SLT)
Reports to:	Strategic Business Leader
Salary Range:	Kent Range 5 (£20,595 - £21,693)
Hours:	25 hours per week (09:30am – 2:30pm, Monday to Friday) Term Time, plus 5 staff development days (Additional time outside of these hours may be required)



The Role

The PA to SLT is a core member of the school office. Their primary role is to provide admin support to the Senior Leadership Team within set deadlines, be responsible for responding to a wide range of enquiries via our school inboxes, support the general administration in the school office and provide first aid to pupils when needed.

The school is a very busy environment, with no two days being the same; the post holder must have excellent written and spoken communication skills, be able to work under pressure and meet deadlines while ensuring work remains accurate.

The postholder will interact with every level of the school community, from pupils and staff to parents and governors, therefore they must be articulate and presentable.

Additionally, the post holder will answer phone calls, welcome visitors at reception and assist with the daily routines of the school office.

Duties and Responsibilities

- To uphold the highest possible standards in matters of safeguarding pupils.
- Provide efficient admin support to the SLT.
- Organise a system to ensure that tasks and correspondence are actioned by the Senior Leadership Team in a timely manner, including drafting routine correspondence.
- To ensure that messages are passed on and suitable records maintained of such enquiries, events, messages and appointments.
- To ensure that all enquiries are dealt with in strict confidence and that information is not disclosed to others.
- Manage enquiries from staff, parents, pupils and visitors, ensuring they are dealt with, including resolving or passing on the enquiry to the appropriate member of staff.
- Maintain the Senior Leadership Team diary and other relevant diaries/calendars.
- Manage school communications to parents e.g. ParentMail.
- Support the preparation/layout of media and marketing platforms and materials such as the school newsletters, social media and school website.
- Take minutes at meetings and manage communication e.g. Parent Voice group.
- Function as the main school contact for the PTA and liaise with them on behalf of the Headteacher.
- Function as the main school contact and administrator for the Governors and liaise with them on behalf of the Headteacher.
- Ensure school trip risk assessments have been completed on Evolve and reviewed by SLT.
- Organise venues and hospitality for meetings and events/functions throughout the year, including staff training days.
- Ensure that all school matters are handled with sensitivity to confidentiality, particularly with regards to GDPR
- To undertake a variety of administrative duties, including carrying out research, obtaining information, providing analysis and evaluation of data and information, and producing reports and records as required, particularly for the SLT
- To be a flexible member of the school office team,

JOB DESCRIPTION

Job Title:	Personal Assistant to the Senior Leadership Team (PA to SLT)
Reports to:	Strategic Business Leader
Salary Range:	Kent Range 5 (£20,595 - £21,693)
Hours:	25 hours per week (09:30am – 2:30pm, Monday to Friday) Term Time, plus 5 staff development days (Additional time outside of these hours may be required)



Act as a supporting member of the School Office, including:

- To cover Reception as required
- Answer the school switchboard phone as required
- Assist with key office functions such as documents needed for teachers, classrooms, lunch time.
- Assist with miscellaneous tasks that fall to the school office from the Senior Leadership Team, such as sending out parent communications.
- Complete wellbeing tasks e.g. birthday cards to staff etc.

Other specific responsibilities:

- To undertake any reasonable request from the Headteacher, School Business Manager and other members of the Senior Leadership Team.
- Commitment to the safeguarding and welfare of all pupils.
- Contribute to the overall ethos/work/aims of the academy.
- To be aware of and comply with academy policy and procedures.
- From time to time the school office may be required to work beyond usual hours, for example during parents' evening – flexibility is required by office staff to help accommodate the smooth running of these events and administration of the school. Please note there is no automatic entitlement to paid overtime, this must be agreed with your line manager beforehand.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description. Such variations themselves cannot justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of the job description, it will be amended accordingly. It will be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the School.

The job description is current at the date shown, but, in conjunction with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Declaration

	Name:	Signature:	Date:
Headteacher:			
Employee:			

JOB DESCRIPTION

Job Title:	Personal Assistant to the Senior Leadership Team (PA to SLT)
Reports to:	Strategic Business Leader
Salary Range:	Kent Range 5 (£20,595 - £21,693)
Hours:	25 hours per week (09:30am – 2:30pm, Monday to Friday) Term Time, plus 5 staff development days (Additional time outside of these hours may be required)



PERSON SPECIFICATION

Job Title:	Personal Assistant to the Senior Leadership Team (PA to SLT)
Qualifications	A minimum of Grade C/4 in GCSE English and Maths (or equivalent). Advanced IT Skills in MS Office. NVQ 3 or equivalent, or willingness to train.
Experience and Knowledge	Administrative experience in a school environment Experience of office work in a busy environment Understanding of office / admin procedures Substantial experience in use of IT systems e.g. Word processing, spreadsheets, internet, Excel, power point. Appropriate level of data protection, security awareness and confidentiality awareness.
Skills and Abilities	Excellent organisational skills Good interpersonal skills Computer literate with the ability and desire to embrace new technologies and systems Good word processing skills Ability to communicate confidently and effectively with senior leadership as well as visitors, pupils, parents / carers and other school staff using a variety of media Ability to work under pressure and to deadlines Ability to take accurate notes of meetings – experience could have been gained through school or college lecture notes. #Ability to retain and use a range of new information. Ability to work confidentially, keeping work-related issues and discussions in the workplace. Confidence and ability to ask questions relating to achieving the task Confident telephone manner and ability to take accurate messages
Behaviours	Professionalism Resilience Problem solving approach Positive attitude Adaptable and flexible Motivated Responsible Able to use initiative Confident Able to work under pressure Honesty and integrity Good time management Organised A team player