



Job Description: Personal Assistant to the Senior Leadership Team

School: Pembury School

Grade: Kent Range 5

Responsible to: Headteacher

Job Purpose:

To provide administrative and organisational support to the Headteacher and senior leadership team to assist in the smooth operation of the school.

Key Duties and Responsibilities

1. Act as a first point of contact within the school for staff, governors, LA officers, parents and others seeking contact with the Headteacher / SLT - ensuing visitors / callers receive a professional welcome.
2. To manage phone calls for the Headteacher / SLT - screening calls, resolving issues with sensitivity and confidence, using initiative as required and referring on as necessary.
3. To act as the initial point of contact for all admissions enquiries providing routine information regarding the admissions process to parents / carers and policies referring more complex enquires to the Headteacher.
4. To manage Headteacher's / SLT's electronic diary - arranging appointments as appropriate. To open and review any written / electronic correspondence / letters for the Headteacher / SLT and draft responses as directed.
5. To provide clerical and administrative support to the Headteacher / SLT, including drafting papers / reports / presentations, research and collating information, filing, photocopying, administration for recruitment and Single Central Register.
6. To organize and support meetings, preparing agendas and minutes as required. To ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.
7. To support the Headteacher / SLT in the planning and coordination of special events - parents evening / school fair etc.

8. Assist the Headteacher / SLT in the drafting and preparation of home school correspondence and school publications.
9. Overseeing all areas of attendance and keeping Headteacher/SLT informed of any key issues on a regular basis.
10. To set up, review and monitor systems of work to support the Headteacher / SLT in the efficient coordination of workload and prioritization of tasks.
11. To handle all sensitive and confidential matters with discretion.

In addition all members of the school community are expected to:

- Display a commitment to child protection and safeguarding. Report to the headteacher any behaviour by colleagues, parents and children which raises concern.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Person Specification: Personal Assistant to the Senior Leadership Team

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	NVQ Level 2/3 or equivalent
EXPERIENCE	<p>Experience of undertaking a range of administrative duties at a senior level</p> <p>Experience of providing a high level of customer service and liaising / relationship building with a wide range of individuals and agencies</p>
SKILLS AND ABILITIES	<p>Ability to work with a high degree of accuracy and attention to detail</p> <p>Ability to draft correspondence and produce documents of a high standard</p> <p>Able to plan, organise and prioritise work efficiently and effectively.</p> <p>Able to take responsibility for own work with little or no supervision.</p> <p>Able to use own initiative to solve problems and respond proactively to unexpected situations.</p> <p>Able to deal calmly, tactfully and effectively a range of people</p>

	<p>Ability to show sensitivity and objectivity in dealing with confidential issues</p>
KNOWLEDGE	<p>Good knowledge of the work of the school and school systems and processes</p> <p>Knowledge of a range of computer applications - including work Word / Excel / Powerpoint / Sims</p> <p>Demonstrate an understanding of confidentiality and child protection issues in a school setting</p>