

March 2019

**St Katherine’s School & Nursery**

**Job Description**

 **Headteacher Personal Assistant**

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| **Line Manager:** Headteacher  **Purpose of the Job:**  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:** * Act as a first point of contract within the school for staff, governors, LA officers, parents and others seeking contact with the Headteacher/SLT – ensuring visitors/callers receive a professional welcome.

 * 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.

 * To open and review any written/electronic correspondence for the Headteacher/SLT and draft responses as directed.

 * To manage Headteacher’s diary – arranging appointments as appropriate.

 * To provide clerical and administrative support to the Headteacher/SLT including drafting papers/reports/presentations, research and collating information, filing, photocopying.

 * To organise and support meetings, preparing agendas and minutes as required. To ensure that matters arising from meetings are dealt with by the appropriate people with agreed timescales.

 * To support the Headteacher in the planning and coordination of special events – parents evening etc.

 * Assist the Headteacher/SLT in the drafting and preparation of home school correspondence and school publications – e.g. newsletter/poster and leaflets.

 * To set up, review and monitor systems of work to support the Headteacher/SLT in the efficient coordination of workload and prioritization of tasks.

 * To handle all sensitive and confidential matters with discretion.
* To support the HR recruitment process.

 * Know and follow all the schools polices, especially around safeguarding.
* Support the SLT in devising and preparing marketing strategies for the school.

 * Deputy DSL to support Headteacher in paperwork as required.
* Report any concerns regarding safeguarding to a DSL, ensuring the safety and wellbeing of all children.
* Take an active role in their appraisal to support teaching, learning and career progression.
* At all times follow school’s non-negotiable expectations.
* Play a role in formulating and reviewing the Combined SEF/SIP.

 * Any other duties as required by the Headteacher.

  Name: Signed: Date:  |