

## DOVER GRAMMAR SCHOOL FOR BOYS

### Support Staff Job Description – Headteacher’s Personal Assistant

All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

#### Specific Duties

<b>Post</b>	<b>Headteacher’s PA</b>
<b>Specific Duties</b>	<ul style="list-style-type: none"> <li>▪ to work with the Headteacher in managing his personal office effectively;</li> <li>▪ to liaise with the clerk to the governing body regarding governor meetings and visits</li> <li>▪ to manage the school policy documents, ensuring all policies are reviewed and updated as necessary</li> <li>▪ to manage all school media including the school website and press releases</li> <li>▪ to support the Finance Manager and Headteacher with any personnel matters, as required</li> <li>▪ to support the Headteacher in the administration of Health &amp; Safety compliance</li> <li>▪ to work with the Office Manager to ensure the smooth running of the school office and reception</li> </ul>
<b>Contract Type</b>	<ul style="list-style-type: none"> <li>▪ 37 hours per week, 41 weeks (term time + INSET + 2 weeks prior to the start of the new academic year)</li> </ul>
<b>Line Management</b>	<ul style="list-style-type: none"> <li>• Accountable to the Headteacher</li> </ul>

#### Generic Responsibilities

<b>Post Title:</b>	<b>Headteacher’s PA</b>
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• manage the headteacher’s diary and ensure that documentation needed for meetings is available at the appropriate times;</li> <li>▪ manage the headteacher’s incoming correspondence and assist with the distribution to other staff as necessary;</li> <li>▪ draft letters in response to telephone calls and correspondence on behalf of the headteacher;</li> <li>▪ assist in drafting reports by assembling all the relevant material including statistics, summaries of correspondence, documentation etc;</li> <li>▪ attend meetings in school as directed by the headteacher and prepare draft minutes for circulation as appropriate;</li> <li>▪ act as press officer for the school, ensuring that good public relations are maintained at all times with the community;</li> <li>▪ place press releases and school advertisements as directed with local and national press;</li> <li>▪ filter the “headteacher” mailbox;</li> <li>▪ update the staff handbook as required;</li> <li>▪ review, update, prepare and organise production of the school prospectus;</li> <li>▪ produce accurate and high quality school publications, policy documents, briefing papers, termly newsletter, reports, presentations etc, as required;</li> <li>▪ act as a central point of contact for projects which may be delegated by the Headteacher and to lead and participate in school projects using own initiative, keeping to agreed project deadlines.</li> <li>▪ attend appropriate meetings with the Headteacher in order to facilitate note taking and record keeping.</li> </ul>

<b>Liaising with:</b>	<ul style="list-style-type: none"> <li>▪ SLG, Governors, support services personnel, teachers, and any other relevant staff and external agencies.</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>• To undertake training as necessary.</li> <li>• To follow procedures with regard to evacuation and emergency procedures.</li> <li>• To take reasonable care of his/her own health and safety and that of others who may be affected.</li> <li>• To engage actively in the performance management review process and to undertake reviews as required.</li> <li>• To continue personal development as agreed at your appraisal meeting.</li> <li>• To address the appraisal targets set by the line manager.</li> <li>• To carry out duties as outlined in the targets set each year.</li> <li>• To undertake any other duty as specified by the Headteacher or Chair of Governors not mentioned in the above.</li> <li>• To play a full part in the life of the School community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.</li> <li>• To adhere to the School's policies.</li> <li>• To promote actively the School's corporate policies.</li> <li>• To inform the Premises Manager of any matter that would reasonably be considered to represent shortcoming in the arrangements for health and safety.</li> <li>• To show a record of excellent attendance and punctuality.</li> </ul>
<b>Reporting To:</b>	Headteacher
<b>Liaising With:</b>	Headteacher, Senior Leadership Group, Extended Leadership group, Subject Leaders and relevant staff with cross-School responsibilities, relevant non-teaching support staff, parents, Governors and outside agencies as required.
<b>Disclosure Level:</b>	Enhanced