



**DAYS LANE**  
PRIMARY SCHOOL

## **Job Description: Personal Assistant to the Senior Leadership Team**

<b>Post title:</b>	PA to SLT	<b>Grade:</b>	Bexley 06, pro-rata for 39 weeks (38 school weeks + 1 summer week)
<b>Department:</b>	School Office	<b>Post hours:</b>	36 hours per week 8.30am to 4.30pm, Monday to Friday Term time, including 5 Inset days and 1 week in the summer
<b>Responsible to:</b>	School Business Manager		

### **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 enquires 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 be 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, the School Office diary and the Supply diary. Action diary amendments where necessary.
- Be responsible for dates in the termly school calendar directly relating to the SLT.
- Manage school communications to parents e.g. School Gateway and other letters.
- Support the preparation/layout of the newsletters to a high standard.
- Update the school website as directed by SLT.



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- Book supply staff and record for the Finance team.
- Sort and distribute internal post.
- Take minutes at meetings and manage communication e.g. Parent Voice group
- Function as the main school contact for the Days Lane Parents Association 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, covering colleagues' duties and working flexibly across roles when required
  
- Act as a supporting member of the School Office, including:
  - Provide first aid support where needed
  - 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 e.g. collating lanyards for pupils
  - 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



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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.

<b>Signed by:</b>	<b>Headteacher:</b>	<b>Date:</b>
	<b>Post holder:</b>	<b>Date:</b>