

Personal Assistant to the Head Teacher

Job Description

Grade: GR3 subject to formal evaluation under the Pay Equity Review

1. Job Purpose

- 1.1 To ensure the Head Teacher is fully supported in all aspects of their work including confidential matters
- 1.2 To support and encourage the school's ethos and its objectives, policies and procedures

2. Key Responsibilities

- 2.1 Manage the Head Teachers diary and appointments with staff, students, parents, governors and external third parties.
- 2.2 Provide efficient administration and secretarial assistance to the Head Teacher
- 2.3 Manage the Head Teachers e-mail account and all correspondence.
- 2.4 Organise meetings and events including room booking, refreshments and taking minutes as required
- 2.5 Deal with staff, student and parental enquiries in a professional manner at all times and share information with the head teacher or other relevant member of staff as required
- 2.6 Co-ordinate and manage all administration for the Head Teacher including emails, letters, phone calls, typing, photocopying, filing, organising meetings, minute taking and handling visitor itineraries.
- 2.7 Monitor and follow up any outstanding actions, for example, letters, decisions, monitoring actions or preparing action plans.

- 2.8 Coordinate the day to day communication on behalf of the school including the “staff bulletin” and daily briefings.
- 2.9 Manage the review cycle for all school policies with the responsibility of ensuring the school remains compliant and old policies are archived. Track policy dates communicating review dates to those responsible for updates.
- 2.10 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.11 To ensure all tasks are carried out with due regard to Health and Safety
- 2.12 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.13 To adhere to the ethos of the school
 - 2.13.1 To promote the agreed vision and aims of the school
 - 2.13.2 To set an example of personal integrity and professionalism
 - 2.13.3 Attendance at appropriate staff meetings and parents evenings

3. Supervision Received

- 3.1 Supervising Officer’s Job Title: _____
- 3.2 Level of supervision:
 - 1. ~~Regularly supervised with work checked by supervisor~~
 - 2. Left to work within establishment guidelines subject to scrutiny by supervisor
 - 3. ~~Plan own work to ensure the meeting of defined objectives~~

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. Special Conditions

5.1 None

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:
