

Job Description for the Post of Deputy Heads' Personal Assistant

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

To be responsible to the Deputy Head.

Main Purpose of Job

To provide confidential personal assistant administrative support to the Deputy Heads and the School whilst maintaining the efficient running of the Deputy Heads' schedule and being a prime point of reference for communication with the Head. The Head's PA will liaise with school staff and others outside the school, such as parents, governors, professional associations, local community, in a highly professional manner, whilst contributing to the overall ethos, work and aims of the school.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. In all aspects of the role, respect the confidential and sensitive nature of the work.
3. Plan and manage the diary, appointments and reminder systems for the three Deputy Heads (Professional Standards and Teacher Development; Curriculum Development, Academic Standards and Progress; Pastoral Support and Student Standards) in order to make the most effective use of their time and ensure the smooth running of their functions.
4. Deal proactively with incoming and outgoing communications (email, phone, letters, etc) to and from the Deputies, including sending standard responses, drafting letters and emails, answering phone calls and passing on messages, ensuring appropriate and timely responses to all communications.
5. Plan and support arrangements for Inset days, staff training and the new staff induction.
6. Support the Deputy Head (Pastoral Support and Student Standards) with administrative tasks relating to behaviour sanctions, achievements, suspensions and permanent exclusions, liaising with the Head's PA as appropriate.

7. Support the Deputy Heads in preparing draft paperwork and reports for Governors' Committee meetings.
8. Deal with monitoring and evaluation activities in school, including Subject Showcases.
9. Coordinate Educational Visits paperwork, liaising with Deputy Head (Professional Standards and Teacher Development), Cover Manager and Head's PA.
10. Deputise for the Head's PA as appropriate.
11. Ensure compliance with data management processes and data protection requirements, managing the archiving and data destruction process in a timely manner.
12. Assist with the sourcing, booking and organisation of events as required, ensuring they run smoothly and efficiently and appropriate information, facilities and refreshments are provided.
13. Ensure all visitors receive an efficient, professional, approachable and welcoming service.
14. Arrange Subject Leader meetings for the Deputies and prepare any associated paperwork.
15. Prepare, edit and process documents, reports and presentation materials to a high standard, and to agreed timescales, using appropriate software packages.
16. Prepare agendas and papers for meetings and take minutes where needed.
17. Support a service-oriented 'can-do' approach and a culture of support within the administrative team.
18. Provide general administrative support as required, for example covering the receptions, addressing envelopes, making up information packs and helping administrative colleagues during busy periods.
19. To undertake training and share knowledge where necessary.
20. To undertake other duties as required in line with the grade and responsibilities of the post.

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