

Post Title	Personal Assistant to the Headteacher		
Grade / Spinal point	Grade E	Salary	£22,401 - £24,657 per annum pro rata based on 41 weeks a year
Accountable To	Headteacher		
Accountable For	Supporting the organisation of the Headteacher and representing the school in relation to the details outlined below		
Commencement Date	1 September 2018		
Permanent / Temporary / FTE	Permanent position for up to 37.5 hours a week, although part time staffing (minimum of 0.7 FTE) will be considered. This post is for 41 weeks a year		

School Purpose	Job Purpose
Our purpose is <i>Creating Individuals, Making Futures</i>	To enable the Headteacher to be the best he can be. Supporting the shaping of systems and processes to be as efficient as possible.

Key Accountabilities (Overview)		
A. School Thematic Accountabilities	Pedagogy, Research, Innovation, Creativity, Community, The Arts	
B. Specialist Role Functions	Personal Assistant	
C. Corporate Accountabilities	Transformation (City & Education), Image & Promotion, Partnerships, Safeguarding	
D. Line/Project Management Accountabilities	None	

Job Description		
A.	School Thematic Accountabilities	
A.1 Pedagogy	Enable the Headteacher to have the greatest impact	
A.2 Research	Support the coordination and communication around this area	
A.3 Innovation	Develop a clear understanding of the schools distinctiveness and enable the Headteacher to have the greatest impact	
A.4 Creativity	Ensure that evidence and process is rigorous and recorded	
A.5 Community	Enable the Headteacher to have a greater reach through efficient process	
A.6 The Arts	Working to connect the Headteacher to wider staff, College of Art and wider community	

Job Description		
B.		Specialist Role Functions
B.1	Organisation	<p>To enable the Headteacher to be the best they can be the post holder will work in the following areas</p> <p>To assist the Headteacher with the administrative management of their functions and tasks managed within the office. For example:</p> <ol style="list-style-type: none"> 1) Organising / supporting email, diary. 2) Preparation for and attendance at events, conferences, meetings including the development of agendas, organising hospitality, travel arrangements and taking minutes / action points where necessary. 3) Provide typing, minute taking/action lists as required. 4) Maintain a high level of confidentiality.
B.2	Communication	<p>To maintain the highest standard of quality at all times, dealing politely and clearly with external organisations and staff. This includes:</p> <ol style="list-style-type: none"> 1) To be a welcoming presence including meeting and greeting guests and organising refreshments. To make full use of the school systems, in order to inform the function of the Headteacher. 2) To act as first point of contact for telephone calls for the Headteacher and to re-direct enquiries as necessary. 3) To work closely with the College of Art building the continuum.
B.3	Efficiency	<p>To plan and organise a daily workload, prioritising accordingly and also to effectively manage the day to day enquiries to the Headteacher. This will include:</p> <ol style="list-style-type: none"> 1) To act as first point of contact for telephone calls and to re-direct enquiries as necessary within PSCA. 2) Maintaining an effective log of work, circulars and letters that require responses and ensure reminders are given as appropriate. 3) To negotiate corporate rates with selected local hotels / transport etc.
B.4	Research	<p>To undertake research assignments as requested by the Headteacher. This includes:</p> <ol style="list-style-type: none"> 1) Providing timely, accurate and comprehensive reports. 2) Making recommendations for appropriate action. 3) To draft responses to queries received in the office and undertake research as appropriate to deal with the responses.
B.5	Evidence	<p>To support the digital and hard copy filing and organisation of documentation of the Headteacher. This includes:</p> <ol style="list-style-type: none"> 1) Self Evaluation processes; 2) Minutes; 3) Development Plans; 4) Work with governors.

		This Job Description is not exhaustive but illustrates the key responsibilities and expectations. Other activities may be required on occasion due to need such as absence. New developments may reconfigure the needs of your role and such aspects will be developed with your involvement
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Job Description		
C. Corporate Accountabilities		
C.1	Transformation	Maximise transformation through working with the college, local, regional, national and international partners as highlighted in the school thematic.
C.2	Brand	Maintain the interests and professional reputation of the school, its sponsor and partners ensuring that they are positively reflected in the wider community.
C.3	Partnerships	Maintain a range of mutual, purposeful partnerships that will support our core purpose
C.4	Safeguarding	Promoting and ensuring safe working practices in line with school policies for Safeguarding, Health and Safety, and relevant aspects of the curriculum including visits.

Job Description		
D. Line/Project Management Accountabilities		
D.1	No. People - Team/KS	None unless specified by mutual prior arrangement.
D.2	Functions	Specified projects that are time limited as agreed with the Headteacher.
D.3	Budget	None.

Person Specification

Competency	Descriptor	How Identified AF : Application Form QC : Qualifications Check SP : Selection Process Presentation SI : Selection Process Interview SA : Selection Process Activity RF : Reference
Qualifications		
Q1	Educated to A level standard with demonstrable proficiency in English Language and Mathematics.	AF, QC
Q2	Excellent oral and written skills.	SI
Q3	Computer literate and competent user of Microsoft office packages including Word, Excel and PowerPoint..	AF, QC, SI
Q4	Full driving license	AF
Knowledge and Experience		
K1	Proven experience of strong administration and organisational skills using initiative, planning and forward thinking	
K2	Experience of taking accurate and detailed minutes	
K3	High level IT and analytical skills – producing reports and complex statistics together with the ability to analyse and report on spreadsheets and databases	
K4	High quality communication skills, both written and verbally.	
K5	High level of experience, efficiency and accuracy in providing administrative support in a pressurised environment.	AF, SI, RF
K6	Previous experience of working with Leadership Teams	AF, SI, RF
K7	Previous experience of working in an educational environment.	AF, SI, RF
K8	Previous experience of working in an business environment.	AF, SI, RF
Personal Qualities		
P1 School Thematics	Willingness to engage in activities relating to Pedagogy, Research, Innovation, Creativity, Community	SP, SI, SA, RF, AF
P2 Working as a team	Is a team player that focuses on the needs of people and handles disagreement professionally.	AF, SI, RF
P3 Attitude to work	A “can do” approach to issues, willingness to learn utilising practical problem solving skills.	AF, SI, RF
P4 Confidence	Confidence and willingness to challenge the Headteacher to consider other viewpoints	AF, SI, RF
P5 Flexibility	A flexible attitude to working hours, locations and requirements	AF, SI, RF
P6 Independence	Ability to work independently on own initiative with minimum supervision alongside willingness to ask for help if required	AF, SI, RF
P7 Professionalism	Shows a high level of professionalism that reflects the aspirations of the organisation, even under pressure	AF, SI, RF