

Chislehurst School for Girls

Job Description and Person Specification – Headteacher's PA

Job Title:	Headteacher's Personal Assistant
Location:	Chislehurst School for Girls
Reports to:	Headteacher
Working with:	All of Senior Leadership Team and Business Manager and other Inicio PAs
Salary:	NJC SO1 (21-25) £35,982-£38,058
Working Hours:	36 hours a week 52 weeks a year
Contract Type:	Permanent, Full time
Date:	As soon as possible

Job Purpose

The postholder will provide a confidential administrative support service to the Headteacher and when needed members of the Senior Leadership Team (SLT). To carry out duties in a professional manner and in accordance with the Inicio Educational Trust policies.

To be responsible for individual projects under the direction of the Headteacher.

To ensure the school has an effective publicity/communications strategy with students, parents, staff and community, which raises the profile of Chislehurst School for Girls both internally and externally, reaching out to the local community and wider surrounding areas.

Key Responsibilities

- Provide effective clerical support for all aspects of the work of the Headteacher, ensuring the highest quality presentation of all documents and to organise and present information for reports in a variety of formats. These documents would include emails, briefing papers, reports, presentations, agendas and minutes
- To oversee all communication with parents so that all correspondence is accurate and sent promptly through correct channels and stored centrally for future reference by staff
- Coordinate the Headteacher's diary and full calendar, making decisions around priorities and ensuring the Headteacher is suitably briefed
- Own, compile and circulate the school newsletter
- Manage verbal, electronic and written communications on behalf of, and in conjunction with, the Headteacher. Establishing and maintaining good professional relationships
- To support and facilitate pro-active thinking and guidance for the Headteacher, both in terms of operation and strategy
- Maintain organised and accurate records in efficient files and online systems
- Support the Headteacher to manage their workload, advising on priorities, where appropriate
- Be the gatekeeper of the Single Central Record (SCR) liaising closely with the Trust Shared Services HR Team

- Host and facilitate selection processes for teachers and support staff working with the Trust Shared Services Team
- Be responsible for the school's website, ensuring the content is up to date and compliant
- Support the Headteacher with all work needed for Governors' meetings, liaising closely with Trust Governance Manager
- Prepare the Headteacher for meetings by assembling reports and relevant documents
- Complete desktop research for the Headteacher, analysing findings and providing summaries for the Headteacher
- To undertake designated project work, as instructed by the Headteacher, including research, surveys, liaison, and the making of recommendations
- Develop knowledge of whole school and Trust processes, plans and objectives as well as inspection criteria and judgements, in order to support and advise the Headteacher and staff
- To maintain the complaints register and produce reports as required
- To support the distribution of daily work and correspondence to the Senior Leadership Team
- To minute formal meetings such as internal SLT meetings, student disciplinary hearings and appeal meetings as appropriate
- To act as the first point of contact for the Headteacher and the school with external agencies when enquiries are made
- To attend leadership briefings to have an awareness of current issues and be the first point of contact for staff, parents, governors and other stakeholders looking to speak with the Headteacher
- To contribute to the good order and running of the school by doing any other task deemed reasonable by the Headteacher and commensurate with the grade

Note, whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not prescriptive, and each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level and/or scope that is not specified in this job description. Job descriptions are subject to change, in consultation with the post holder, to meet the changing needs of the broader Trust.

All post holders are accountable through the Inicio Educational Trust Performance Management Policy.

The Trustees, Governors, Senior Leadership and Shared Services Team are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruitment procedures are effectively in place.

Person Specification – Headteacher’s PA

EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working in a school or college		x
Experience of working in an administration or clerical role	x	
Proven experience of utilising organisational skills	x	
QUALIFICATIONS		
Educated to A Level or similar level qualification or with administration experience and excellent levels of literacy	x	
KNOWLEDGE & SKILLS		
High level of competency in Microsoft applications. Office 365, Outlook, Word, Excel, Powerpoint and Publisher (or similar)	X	
Strong initiative with problem-solving and strategic thinking skills	X	
Ability to communicate and relate well to young people and all staff	X	
Interpret Headteacher’s comments into draft written correspondence to be sent to relevant stakeholders	X	
Develop written communication that is professional and upholds the Trust’s vision and value	X	
Be competent with website content management		x
PERSONAL ATTRIBUTES		
Conscientious and hardworking and ability to work as part of a team	X	
Exceptional Levels of integrity, confidentiality, discretion, honesty and reliability	X	
Ability to work under pressure and meet deadlines	X	
A proactive and solutions-focused attitude with a passion for learning	X	
Ability to identify, recommend and implement improvements to processes and procedures	x	
Excellent timekeeping and attendance	x	
TECHNICAL COMPETENCIES		
Strong IT skills	x	
Experience of producing and interpreting spreadsheets	x	