

# Job description

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| <b>Job title:</b>  | <b>Personal Assistant to the Headteacher with additional responsibility for Personnel and Office Management</b> |
| <b>Job ref:</b>    | <b>XS 7.4</b>   |
| <b>School:</b>     |   |
| <b>Grade:</b>      | <b>XS 7.4a Dorset Grade 9 / XS 7.4b Dorset Grade 10</b>   |
| <b>Reports to:</b> | <b>Headteacher</b>  |

## Main job purpose

The postholder is responsible for the effective management and development of a range of administrative, secretarial and other services within the school and provides a PA function to the Headteacher and leadership (SMT) team. In addition, the postholder will have specific responsibility for Personnel and Recruitment within the school.

## Main responsibilities and duties

### PA/Secretarial Duties:

1. To provide a support service to the Headteacher/SMT, including word processing correspondence, reports appointments, agendas, minutes, policies and compose replies.
2. To receive the Headteacher's telephone calls and any visitors requesting to see the Headteacher. Answer non-routine queries as appropriate, including the need to deal with often complex and or sensitive matters.
3. To receive, open and organise the Headteacher's mail and take appropriate action e.g. re-routing and responding.
4. To organise the Headteacher's diary, working closely with the Head in planning his/her schedule.
5. To set up and maintain filing systems and various other records, manual and computerised systems, as appropriate, to support the work of the Headteacher/SMT.
6. Collate and prepare information for meetings attended by the Headteacher. As directed, arrange meetings and attend staff meetings to take minutes and prepare minutes for circulation as appropriate.

### Management Responsibilities:

1. To manage staff providing a range of services throughout the school.
2. To manage and direct the work of the administrative, clerical and secretarial staff, to contribute towards the policy, procedure and effective deployment and development of staff with the Headteacher.
3. To manage the provision of administrative, clerical and secretarial support to other staff throughout the school, to decide on priorities and direct and allocate work to team members.
4. To contribute to the appointment of support staff, including assisting with the interview and selection of candidates.
5. To undertake Performance Development Reviews in accordance with the policy practice of the school.
6. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

### Personnel and Recruitment:

1. To act as the school's Personnel and Recruitment Manager, advising teaching and non-teaching staff on personnel and recruitment matters, and to liaise with the LA Personnel Department.



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## Decision making

1. Organise and/or undertake the recruitment of designated personnel within the approved establishment of the school and together with the Headteacher/Governor appoint designated personnel within the support services of the school.
2. Identify training and development needs arising from overall management of the school's scheme of performance management for support staff, prioritising and approving/recommending to the Head planned development and training in accordance with service strategy.

## Resources

Office PC, Scanner, printer and other computer related peripherals.

## Working environment

1. This role will be predominantly based in larger schools
2. Frequent use of ICT and AVA equipment
3. Busy office environment

## Progression in Post (if applicable)

Grade 10 will be payable where there is a responsibility to undertake the full supervision and management of staff undertaking tasks in more than one function within the school. There will be little or no overlap between the duties of staff within each respective function, for example, administration, cleaning, ICT.

| Approval    |                        |      |           |
|-------------|------------------------|------|-----------|
| Prepared by | Chris Matthews         | Date | June 2005 |
| Designation | Pay and Reward Manager |      |           |

