

Job description

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

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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2. To maintain accurate and up to date manual and computerised personnel records for all teaching and non-teaching staff, including contract and personnel details, sickness records and CPD.
3. Responsible for the administration of the recruitment of new staff, including advertisements, sending out job packs, letters for interview and reference requests, interview arrangements and contract forms.
4. Full responsibility for Criminal record Bureau Forms, including checking details, forms, identification and filling out employers section plus List 99 checks.
5. Responsible for recruitment on internet or via job centres, ensuring advertisements and details are included and correct.
6. To complete LA, DfE and other returns as necessary.

Knowledge & skills

1. A minimum of five years previous experience in a Personal Assistant role or secretarial role.
2. RSA Stage III Word Processing Certificate or Word Advanced (ECDL) or equivalent and ability to take minutes and audio type is essential. A relevant management or professional qualification would be desirable.
3. Experience of managing staff within a large organisation.
4. Effective and developed interpersonal skills are considered essential.
5. The post requires a high degree personal, interpersonal, organisational and communication and administrative skills, including initiative, diplomacy and discretion and a professional approach.
6. Knowledge and experience of a range of ICT software applications, including Microsoft Office, Word, Desk Top Publishing Software, SIMS.

Supervision & management

The postholder will work for the substantial part of the time without direct supervision of the Head/Governors. The postholder will be required to directly supervise personnel within the identified areas of support services – not normally more than 15 staff. The postholder is responsible for the effective management of all personnel within the defined services.

Problem solving and creativity

1. Deal with problems regarding disposition of workload, deployment of personnel, allocation of service provision and routine performance management and staffing issues, competence and disciplinary matters with reference to the Headteacher/SMT members.
2. To deal with changing and conflicting deadlines. Frequent interruptions to work, routines requiring response and reordering of tasks.
3. Deploy staff to meet specific work requirements and to arrange cover for staff absences.

Key contacts & relationships

1. Daily contact by telephone and face to face with Headteacher/SMT members, pupils and parents and regular contact with Senior Governors (Chairman and Committee Members), LEA officers and DfES and other central government officials.
2. To advise teaching and non-teaching staff on personnel and recruitment matters, and to liaise with the LA Personnel Department.



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		

