



JOB DESCRIPTION	
JOB TITLE	Personal Assistant
GRADE	Grade 6 (SCP 11-19) Term Time plus 10 days
RESPONSIBLE TO:	Headteacher
JOB PURPOSE: To provide confidential and personal support to the Headteacher, carrying out a range of secretarial and administrative tasks. Manage efficient running of the headteacher's daily business. Responsible for administration of HR processes.	
In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded post.	
Accountabilities/Responsibilities: <ol style="list-style-type: none">1. Provide a secretarial and administrative service to the Headteacher and Deputy Headteacher. Acting as a personal assistant to the Headteacher and Deputy Headteacher2. Diary management, organisation of meetings and minute taking3. Supporting the Chair of Governors4. Liaise with external agencies (e.g. Local Authority, multi-agency teams) on behalf of the Headteacher5. Administer Human Resources functions including recruitment, absence management, contractual changes and the single central record6. Support the School Admissions process7. To support the administrative function within the school, including staff and systems8. Provide a point of contact for parents / carers and external agencies wishing to speak with the Headteacher9. On behalf of the Headteacher, responsible for communicating information of a sensitive or confidential nature with parents, external agencies and school staff.10. Support the finance function of the school including purchase order authorisation and online banking submissions11. Assist the Headteacher in co-ordinating school functions, including school visits12. Undertake other administrative support duties, such as reception duties, filing, answering the telephone and processing incoming and outgoing post	
General: <ul style="list-style-type: none">• Allocation of work and demonstration of duties to lower graded administrative/clerical support as necessary.• To work within school policies and procedures.• To contribute to the provision of an effective environment for learning.• To support the promotion of positive relationships with parents and outside agencies.• To attend skill training and participate in personal/performance development as required.• To take care for their own and other people's health and safety.• To be aware of the confidential nature of issues in line with GDPR.• Other duties at the same responsibility level may be interchanged/added to at the discretion of the Headteacher.• Own vehicle will be required for occasional use. Vehicles must be appropriately insured for business use.	