

ROKEBY SCHOOL JOB DESCRIPTION

- JOB TITLE:** Personal Assistant (PA) to the Headteacher & Office Manager
- MANAGED BY:** Headteacher & School Business Manager
- SUPERVISES:** The Admin Team, currently Receptionist, Admin Assistants (2), Reprographics Assistant, Student Welfare Officer
- CONDITIONS:** Term time only; 36hrs per week
GLPC Scale PO1 Points 27 - 30

Overall Purpose of Job

To provide administrative and clerical support to the Headteacher, enabling the efficient running of the school, and assisting the Headteacher in managing effectively the varied demands on his/her time.

To support and ensure that the confidentiality of the Headteacher's work is uncompromised, showing discretion and sensitivity in all tasks, calls, correspondence and personal contacts.

To ensure that all communication from the Headteacher's office is presented in a professional manner, and avoiding errors which would reflect poorly on the school.

To supervise the main office staff, the reprographics assistant, and the student welfare officer. To oversee, monitor and supervise their work and be responsible for their performance management & appraisal.

To be in charge of the running of the main office, ensuring a good administration service is provided to students, staff and visitors during the school day.

To be in charge of the administration of the admissions process within the school.

DUTIES AND RESPONSIBILITIES:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake the following duties with appropriate supervision, determination, and a knowledge of the work areas and a significant degree of independence of action.

- To support the work of the Headteacher. This includes the need to maintain confidentiality, to have access to restricted information and to make judgements as appropriate on behalf of the Headteacher.
- Provide administrative and clerical support to the Headteacher. To include typing letters in response to correspondence received, exemplary proof-reading and other checking, prior to the submission of any communication carrying the name and/or office of the Headteacher.
- Prepare and present documentation to be signed and other relevant documentation to the Headteacher in a timely manner and distribute accordingly.
- Prepare and present first drafts of communications/reports on behalf of the Headteacher and distribute accordingly.

- To manage and control the Headteacher's schedule of work appointments including all meetings, presentations, seminars, desk time, preparation time, visitors and presentation of speeches and papers. Negotiate rescheduling as appropriate and keep all parties informed of such changes.
- To service the meetings of the Senior Leadership Team, providing clerical support for the same.
- Protect the Headteacher's time to enable work to be achieved without unnecessary interruption.
- To deal with all mail addressed to the Headteacher (with the exception of correspondence marked private or confidential).
- To be the first point of contact for the public, dealing in the first instance with all enquiries that require the Headteacher's time; these may be by letter, email or telephone from governors, staff, parents, students or other personnel external to the school.
- To act as the principal contact between the school and Local Authority, Governing Body and external bodies.
- To arrange and co-ordinate Governing Body meetings, including sub-committees.
- To be responsible for researching information and preparing such information as necessary including briefing papers, notes of meetings and ensuring that these are available to the Headteacher prior to attendance at meetings. Research and liaison with other colleagues both within and outside school.
- Undertake projects as directed by the Headteacher, including liaison with external bodies. This would include the preparation of agendas, circulation of documents, obtaining and analyzing information, preparation of briefing notes and newsletters.
- To support the Headteacher in the production of the key school documents, for example school policies, handbook, staff bulletin, SEF etc.
- Ensure a high standard of hospitality for all visitors to the Headteacher, including meeting and greeting and provision of high standard of refreshments/food.
- Maintain and develop the Headteacher's filing system, ensuring that all filing is up to date and archived as necessary.
- Book attendance at meetings or conferences, create itineraries as necessary and make any associated travel, accommodation and hospitality arrangements, in advance, for the Headteacher.
- To assist with the organization of staff interviews where necessary.

Office Manager & Other Duties

- Supervision and management of the front office and reception area, ensuring that there is a calm, welcoming and conducive atmosphere at all times, as well as maintaining a good public image by ensuring that all admin staff respond appropriately to visitors, students and staff.
- Overseeing the work of the admin team, including the prioritisation and delegation of work, and organising absence cover to ensure high quality administrative support is maintained across the school.

- Liaising with SLT, Middle Managers and Heads of Departments to ensure their administrative needs are met in a competent and timely manner.
- Supervision and management of the work of the Reprographics Assistant, ensuring all duties are carried out in a timely and appropriate manner.
- Supervision and management of the work of the Student Welfare Officer, ensuring all duties are carried out in a timely and appropriate manner.
- Responsible for the first-aid rota and ensuring there is always adequate cover during school hours.
- Responsible for free school meals within the school, including registration by parents/carers and administration on SIMS, maintenance of the electronic/biometric cashless catering system, and liaison with the Catering supervisor on meal numbers and variations.
- Responsible for the organisation of school photographs on an annual basis.
- Responsible for the administration of the admissions process within the school, organising the work of the student support offices and attendance officer, overseeing the interview schedules for Year 7 intake and mid-phase admissions. Overseeing the selling of uniforms and maintenance of stock.
- Such other duties, within the competence of the postholder, which may be required from time to time.

Additional duties

- To work within the framework of the school ethos, adhering to expectations at all times.
- To maintain high standards of professional behaviour and presentation.
- To take responsibility for Health and Safety in the post holder's area of work.
- Any other duties commensurate with the grade which may be required from time to time.
- All staff are expected to take part in necessary training and staff development.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with Rokeby & the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

ROKEBY SCHOOL PERSON SPECIFICATION

Personal Assistant to the Headteacher and Office Manager

Experience and Qualifications

5 GCSE's at grade C and above including English language or equivalent and Maths. Written English to the standard that would normally be associated with A or B grade at A-level.

Relevant IT qualifications or extensive experience of using Outlook, Word, Excel and other software packages.

Previous experience of working as a Personal Assistant.

Experience of working at a senior level, i.e. Office Manager or Line Managing others.

Evidence of recent CPD in secretarial, project management, HR or other relevant area.

Understanding, Skills and Personal Qualities

To make sound judgements and decisions which show an understanding of the boundaries of the post.

Ability to solve problems within area of work/knowledge; and ability to generate and respond to ideas.

Highly organized with excellent time management skills and able to prioritise workload.

Professional communication skills, able to communicate with businesses and colleagues in person, by telephone and in writing.

Good interpersonal and communication skills.

Ability to work effectively under pressure.

Ability to build and maintain effective working relationships across the school.

Good negotiation skills and ability to balance and resolve conflicting requirements/demands.

Ability to effectively prioritise and manage own workload.

Highly reliable and entirely trustworthy with confidential information.