

# Bournville Village Primary School

## Job Description

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**POSITION:** Personal Assistant to Head Teacher and Senior Leadership Team

**GRADE:** 3

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### 1 **JOB PURPOSE**

To support the Head Teacher through the provision of a confidential, professional, efficient and responsive administrative service. This service includes the handling of highly sensitive and confidential issues on a daily basis, dealing with staff, parents, governors and other external bodies.

The PA to Head Teacher and Senior Leadership Team will be responsible and accountable for delivering a high quality PA service and required to act on his/her own initiative, using careful judgement, tact and diplomacy.

#### **General Responsibilities**

All individuals working in this school

- Have a responsibility for promoting and safeguarding the welfare of children they are responsible for or come into contact with
- Must adhere to the ethos of the school by promoting the agreed vision and aims of the school and set an example of personal integrity and professionalism
- Have a responsibility to undertake appropriate professional development including adhering to the principle of performance management

### 2 **DUTIES AND RESPONSIBILITIES**

- 2.1 To be an effective team player.
- 2.2 To provide a highly proactive PA service to the Head Teacher and Senior Leadership Team.
- 2.3 To undertake secretarial work for the Head Teacher and Senior Leadership Team, including maintaining their diaries/appointment schedules and associated secretarial duties.
- 2.4 To type letters, reports and other documents, this will include typing of a confidential nature such as preparation of confidential reports, references for staff, pupils and probationary teachers. To input computer data.
- 2.5 To build effective working relationships with key stakeholders, both internal and external and provide an effective line of communication between them and the Head Teacher.
- 2.6 To act as a 'gatekeeper' and manage the flow of contact to Head Teacher, filtering all communications and exercising judgement with regard to the degree of urgency and high standards of tact and diplomacy in the referral of matters.

- 2.7** To make decisions and initiate appropriate action from calls and requests as appropriate either personally by corresponding on behalf of the Head Teacher or by directing and delegating to others.
- 2.8** To be responsible for the school's enquiry email account; alongside other generic shared email accounts for the school ie attendance inbox.
- 2.9** To field and follow up telephone calls, emails and correspondence as necessary including dealing with problems, investigating and responding to queries.
- 2.10** To receive, investigate and respond to complaints, liaising with other staff, seeking advice and clarification as and when required.
- 2.11** To coordinate OfSTED documentation and requirements in liaison with Senior Leadership Team.
- 2.12** To ensure that visitors and callers for the Head Teacher and other staff are courteously and correctly received.
- 2.13** Liaising with staff for organising school visits, residentials and extra-curricular activities.
- 2.14** Oversee and ensure the preparation and maintenance of files and pupil records.
- 2.15** Liaise with agencies and support staff to ensure suitable cover arrangements are in place.
- 2.16** Provide and responsible for effective communication between school and home eg news letters, manage electronic booking system for Parents' Evening and events.
- 2.17** Organising meetings for Head Teacher and Senior Leadership Team including refreshments and catering arrangements if required.
- 2.18** Taking minutes/notes at meetings and ensuring actions recorded at meetings are completed.
- 2.19** Responsibility for completing staff returns and reconciling queries.
- 2.20** To manage and process all recruitment related administration, including preparing and placing adverts, job descriptions and person specifications. Collating applications, arranging interviews and post interview follow up.
- 2.21** Responsible for the confidential safekeeping of all staff personal files documentation ensuring greater security.
- 2.22** Preparation and presentation of all papers in relation to grievances and discipline cases.
- 2.23** Ensure all policies are in place and available to enable the smooth running of the school.
- 2.24** Manage DBS and all safeguarding checks and records within legal guidelines. To be the DBS counter signatory, which involves verifying documents provided to confirm identity and entry of data onto SCR.
- 2.25** Ensure annual reviews of performance for all staff are carried out and personnel files are up-to-date.
- 2.26** Work with the Senior Leadership Team to organise staff training on site.
- 2.27** Contribute to staff inductions and exit procedures.
- 2.28** Provide Senior Leadership Team with statistical data as requested.

- 2.29** Support Governing Board in administrative tasks, including typing and distributions of policies and maintaining up-to-date policy matrix and Governing Board files.
- 2.30** Responsibility for compiling and returning statistical information as required for City Council, LA, DfE etc eg School Workforce Census; termly Pupil Census, maintaining GIAS; Admissions including offering of pupil places, maintaining up-to-date waiting lists and Admissions Portal.
- 2.31** Provide administrative support in pursuit of the school remaining outward facing and actively contributing to a self-improving school system eg Schools Direct
- 2.32** To organise general postal arrangements.
- 2.33** Administration of employment contracts and confidential staff records.
- 2.34** Administration of staff absence records.
- 2.35** Input/output of data and production of associated reports.
- 2.36** To contribute to the school commitment of staff wellbeing, by contributing to a culture of cooperation, trust and mutual respect.
- 2.37** Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.38** To ensure all tasks are carried out with due regard to Health and Safety.
- 2.39** To undertake appropriate professional development including adhering to the principle of performance management.
- 2.40** To adhere to the ethos of the school:
  - 2.40.1 To promote the agreed vision and aims of the school
  - 2.40.2 To set an example of personal integrity and professionalism
  - 2.40.3 Attendance at appropriate staff meetings and parents' evenings
- 2.41** Any other duties as commensurate with the grade in order to ensure the smooth running of the school.

### **3 SUPERVISION RECEIVED**

- 3.1** Supervising officer's job title: School Business Manager/Head Teacher
  - 3.1.1 Plan own work to ensure the meeting of defined objectives.

### **REVIEW AND AMENDMENT**

This job description is normally subject to annual review and is linked to Performance Management. It may be amended at the request of the Head Teacher or the member of staff concerned, but only after full consultation with the member of staff.

Signed \_\_\_\_\_  
Post Holder

Signed \_\_\_\_\_  
Head Teacher