



Job Description

Name	
Post	Personal Assistant to the Executive Headteacher with HR Responsibilities
Salary grade	
Hours	36 hours per week 44.46 weeks per year
Responsible to	Executive Headteacher

Purpose of the Post

- To provide a comprehensive, proactive, professional Personal Assistant service to the Executive Headteacher.
- To work closely with the Executive Headteacher, providing strategic vision, leadership and professional management in all aspects of administration, personnel and Human Resources to support the school's ethos and aims in order to support teaching and learning.
- To assist the Executive Headteacher to ensure that the School meets its educational aims and requirements of the School Improvement Plan.
- To provide strategic vision, leadership and professional management in all aspects of administration, personnel and human resources.
- To provide professional leadership and management of the administrative staff, including commissioning and delegation of relevant activities, to ensure effective services to all stakeholders.
- To work collaboratively with the Governing Board towards school improvement planning and delivery, providing administrative and management support as necessary.
- To provide minute-taking services to confidential meetings.
- To manage and maintain an accurate Single Central Record in accordance with government guidelines.

Main Duties and Responsibilities

PA to the Executive Headteacher

- To provide highly effective, confidential and personal support to the Executive Headteacher.
- To screen all mail, emails, telephone calls and requests to the Executive Headteacher, producing and responding to highly confidential, sensitive and complex correspondence and managing the delegation or distribution of tasks as required, to ensure that the Executive Headteacher's time is managed to the best effect.
- To manage the Executive Headteacher's diary and arrange appointments as appropriate.
- Liaise with senior internal and external contacts on behalf of the Executive Headteacher.
- To prepare complex school publications and records for internal and external audiences, including the termly Executive Headteacher's Report to the Governing Board.

Strategic Leadership Role

- Work with the Leadership Team to ensure that all safeguarding arrangements are in place to ensure the welfare of all children and staff.
- Lead the management, development monitoring and evaluation of complex school systems for human resources and whole school administration in order to respond to the changing needs of the school and achieve best value.

- Understand the effects and implications of complex government policies, legislation and directives and support the Executive Headteacher in leading whole school strategies for their implementation as necessary.
- Lead and innovate complex administrative processes to deliver the priorities identified within the school improvement plan and to respond to the changing needs of the school.
- Contribute and support strategic decision making within the school's Leadership Team to enhance teaching and learning and continuously improve standards.
- Provide strategic support to the Executive Headteacher in respect of highly confidential issues, e.g. Employment Tribunal Claims.
- Provide strategic support to the Executive Headteacher, Governors and the Senior Leadership Team on all aspects of human resources and administration.
- Responsible for the provision of specialist advice and guidance to the Leadership Team on national and local guidelines/policy/statute etc.
- Manage and provide guidance to the Executive Headteacher in respect of parental complaints, ensuring that procedures are followed and timeframes are met.
- Provide high quality and timely management information that enables the Executive Headteacher and Governors to make informed decisions and plans for the future.
- Attend Leadership Team meetings as necessary.
- Lead and innovate complex human resources and administrative processes to respond to the changing needs of the school.

Staff Management

- Lead the recruitment process for all staff, managing the associated employment procedures as appropriate and ensuring compliance with safer recruitment procedures.
- Liaise with external professionals and agencies, including managing and organising placement processes with universities and other organisations in respect of students and volunteers.
- Line manage the administrative staff and be responsible for the creation and implementation of induction, probation, performance management, CPD, mentoring and development of nominated staff.
- Be involved in the induction process for new staff, apprentices, students and volunteers.
- Liaise with LBR Pay & Contracts, Human Resources and Employment Relations departments, managing new starters, contract amendments, leavers, maternities and sickness and ensuring that all documentation is in place.
- Manage referrals to Occupational Health, liaising as necessary in order to make reasonable adjustments for staff.
- Manage the maintenance and updating of staff personnel files, both electronically and on paper.
- In collaboration with the School Business Manager, ensure the processing of additional hours claims, unpaid leave, contract amendments and expense claims for staff.
- Responsible for maintaining accurate staff records on the school's management information system and submission of the annual School Workforce Census.
- In liaison with the School Business Manager, responsible for processing DBS applications for all staff, apprentices and volunteers and for ensuring that the necessary safeguarding requirements are in place for students and work experience placements.
- Advise and support the Executive Headteacher with the personnel aspects of competency, disciplinary, retirement or redundancy procedures.
- Participate on appropriate interview panels.
- Lead regular team meetings for managed staff.
- Attend meetings/conferences/training sessions/workshops as required.

Administrative Management

- Lead and manage the provision and development of complex administrative and personal support to the Executive Headteacher and Leadership Team.
- In collaboration with the Leadership Team, create, prepare and develop complex school and Governing Board policies, procedures and reports, ensuring these are updated as necessary.
- Create, update, amend and implement school policies and procedures.

- Ensure that the school meets its statutory requirements by maintaining and publishing statutory policies on the school website.
- Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate appropriate action arising.
- Undertake complex research and obtain information to inform strategic and managerial decision making.
- Responsible for the completion of forms and returns, including those to the DfE, Local Authority and other organisations.
- Responsible for the management, maintenance, safe-keeping and accuracy of staffing records and all aspects of personnel administration.
- Lead specific projects, researching, delegating and distributing leadership as appropriate.
- Lead and participate in complex training and other learning activities and performance development.
- Prepare complex school publications and records for internal and external audiences as required.
- Draft complex correspondence and reports on behalf of the Executive Headteacher and Leadership Team.
- Manage and lead school systems.
- Lead and manage the administrative function, working with office staff to ensure the effective management of the school office.
- Take minutes of confidential meetings for the Executive Headteacher and Leadership Team, ensuring these are distributed as required.
- Manage detailed paper and electronic filing systems for the whole school.
- Liaise with parents and visitors in respect of more challenging and sensitive circumstances, as required.

Health & Safety

- Responsible for ensuring the recording of reportable accidents onto the Local Authority Assure Portal and maintaining accurate records.
- Investigate accidents as necessary and report on hazards and reoccurrences.

Responsibilities

- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the development and implementation of the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- To carry out any other reasonable duties within the grading of the post, as the Executive Headteacher requires.

Name: _____

Signed: _____

Date: _____



Personal Assistant to the Executive Headteacher With HR Responsibilities

Person Specification

Experience	<ul style="list-style-type: none"> • Previous PA experience at senior management level • Several years' HR experience working in a business environment at a management level • Competent use of specialist school software, such as Integris G2
Qualifications/Training	<ul style="list-style-type: none"> • NVQ4 or Degree or equivalent qualification/experience in relevant discipline
Knowledge, Understanding and Skills	<ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice/legislation • Ability to interpret advice/statute and to devise policy/practice in light of these • Accurate minute-taking skills • Excellent organisational skills • Excellent verbal and written communication skills • An excellent understanding of school data systems • Ability to manage a multi-disciplinary team effectively • An understanding of schools and the responsibilities of the post
Personal Qualities	<ul style="list-style-type: none"> • An enthusiasm for the post and working in schools • Ability to relate well to children and adults • An understanding of and commitment to equal opportunities and to respecting the diversity of pupils and parents of the school • Ability to persuade, motivate, negotiate and influence • Ability to self-evaluate learning needs and actively seek learning opportunities • Willingness to participate in training and development related to the post • Flexibility to prioritise tasks and work demands to meet deadlines • Ability to maintain confidentiality at all times • Awareness and willingness to lead and comply with safeguarding and child protection requirements