



Post Title: Personal Assistant to Senior Leadership

Grade: Band 8 SCP 25 – 28 £23,111 - £25,463 (TTO, pro-rata)

Job Description

- **Main purpose of the job**
To act as Personal Assistant to Senior Leadership
- To maintain a strategic awareness and understanding of the work of the Head of School and Strategic Leadership Team
- To act as the first point of contact between the strategic team and parents, Trust officers, DFE, OfSTED, Local Authority and other external bodies
- To supervise office staff and support the development of apprentices

Key responsibilities

Supporting the SLT

- To manage the Head's diary, and coordinate with other members of the SLT
- To manage the scheduling of the Head's workload to ensure that priorities are achieved in accordance with agreed timescales and s/he is prepared for all meetings
- To support the Head in reviewing, redrafting and amending key documents in line with legislation and guidance
- To compose and word-process correspondence that is often confidential and may be complex in nature with exacting attention to detail
- To maintain efficient and effective systems for the filing and distribution of correspondence and papers and to work to non-negotiable deadlines
- To 'gate-keep' on behalf of the Head acting as key liaison with staff, parents and external organisations
- To monitor, on behalf of the Head, the timely and appropriate completion by senior teaching staff of all reports and documentation
- To deputise for the Head in delegating duties to other appropriate managers
- To prepare notes and briefing papers as required by the Head
- To attend appropriate meetings with or on the behalf of the Head, ensuring that the interests of the School and Head are represented
- To meet and greet the Head's visitors, displaying due courtesy and tact, to ensure that visitors are welcomed into a friendly and professional environment
- All other reasonable duties commensurate with the post as required by the Head
- To work with the Strategic Leadership team to develop policies and ensure they are appropriate distributed and published on the website www.exceedacademiestrust.co.uk

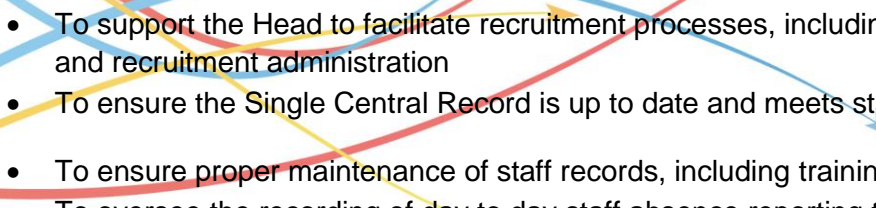


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Duncan Jacques Chief Executive Officer
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- Administrate the exclusions procedure including writing letters to parents and EXN01 forms for the local authority
 - Organising behaviour panel meetings

Strategic School Support

- To manage the strategic reporting schedule and support the production, collation and distribution of reports to a variety of internal and external bodies
- To liaise and coordinate with internal and external contacts
- To manage and resolve complex telephone and face to face enquiries in accordance with school policies and procedures
- To deal with and maintain records of complex and sensitive enquiries, ensuring accurate and timely responses
- To lead on the management of external complaints
- To keep up to date with educational developments, analysing and interpreting how this impacts on own area of responsibility, using this external awareness to see new and different possibilities
- To liaise with the Clerk to the Governing Body and work closely with Governors, acting as interface between the governing body and the school
- To attend a range of meetings providing minutes, records of discussion and agreed action points as required
- To organise meetings, prepare and distribute agendas and associated papers
- To establish and maintain databases as required
- To take notes in appropriate meetings with staff and/or parents and to act as a witness
- To assist in the preparation and production of materials such as policy documents, School Development Plans, questionnaires and training materials
- To provide an administrative support service to the Local Advisory Board and Trust
- To develop, modify and improve systems and processes where appropriate
- To undertake personal development through training and other learning activities including performance management
- To promptly progress routine correspondence and file and filter emails efficiently
- To promote excellence, equality and high expectations amongst staff, children, families and community partners
- To work within the agreed policies and procedures of the Trust, school and Governing Body
- To ensure that all personal information is captured stored and processed in line with current statutory requirements

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- To support the Head to facilitate recruitment processes, including liaising with external agencies and recruitment administration
 - To ensure the Single Central Record is up to date and meets statutory safeguarding guidance
 - To ensure proper maintenance of staff records, including training, attendance and DBS checks
 - To oversee the recording of day to day staff absence reporting to the Trust HR Manager and Head in an appropriate manner and to ensure that agreed policies and procedures are adhered to and that absences are recorded accurately in line with employee procedures.
 - To monitor the completion of return to work interviews with absent staff

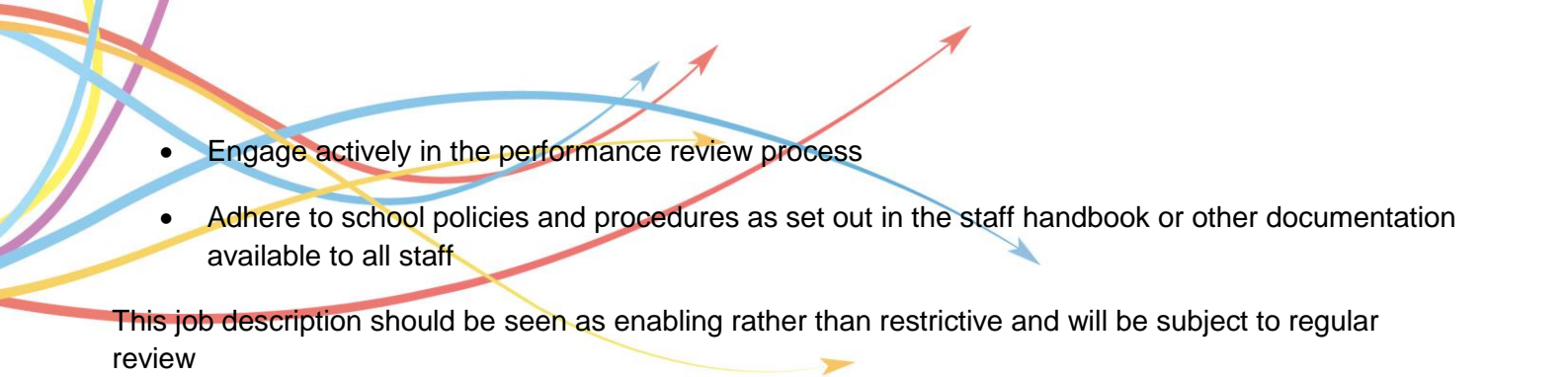
Overall

- Contribute to the development of the school's values and vision and communicate these clearly and enthusiastically to all staff and other stakeholders
- Motivate, encourage and empower individuals to work innovatively and creatively to achieve objectives
- Provide support to staff during times of setback and change
- Encourage staff to take the lead and make decisions when they have the knowledge and expertise to enable them to do so
- Understand the culture and climate of the school and, where appropriate, the wider educational environment
- Maintain a visible, professional and high profile within the school
- Safeguard the assets and reputation of the school and ensure truthfulness in all public communications
- Contribute actively to discussions about future school developments, representing the views of support staff and non-teachers

General

All staff are expected to:

- Work towards and support the school's vision and the objectives
- Support and contribute to the school's responsibility for safeguarding children
- Work within the school's health and safety policy to ensure a safe working environment for staff, children and visitors
- Work within the school's equality and diversity policy to promote equality of opportunity for all children and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with children, parents and colleagues

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- Engage actively in the performance review process
 - Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff

This job description should be seen as enabling rather than restrictive and will be subject to regular review

Essential requirements

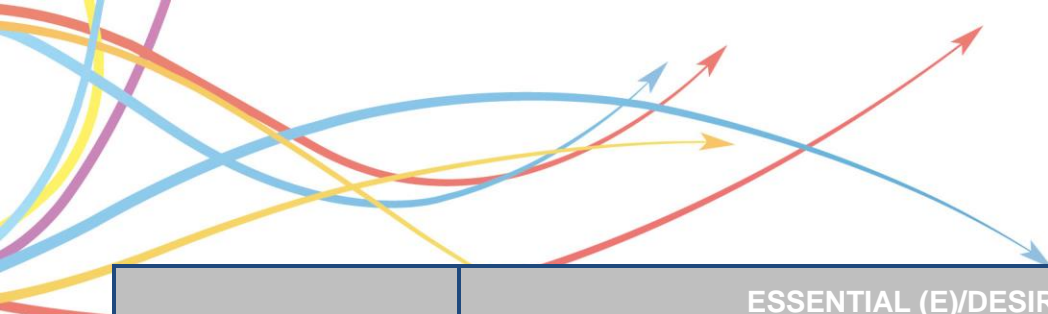
GCSE English and Maths – A* - C or equivalent

Experience of diary management for a Headteacher or equivalent senior role

Experience of managing conflicting and tight deadlines

Minimum 2 years' experience of working in a school

Minute taking or typewriting qualification or equivalent experience or qualification (desirable)



	ESSENTIAL (E)/DESIRABLE (D)
EXPERIENCE:	<ul style="list-style-type: none"> • Experience using Microsoft Office and complex databases with excellent IT skills (E) • Experience of working in a school office environment at a senior level to include development, management and operation of administrative/ICT systems (E) • Experience of working in a school office (D) • Experience of supervising or managing staff (D) • Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level (E)
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • Minimum of GCSE English and Mathematics at grade C or above (or equivalent) (E) • NVQ4 (or equivalent) in a relevant discipline (D)
KNOWLEDGE/SKILLS:	<ul style="list-style-type: none"> • Extensive experience of higher level school office work including the full range of reception duties and dealing with a complex workload (E) • Knowledge of schools and how a support service within a school is run (E) • Excellent literacy and numeracy (E) • Excellent communication skills including telephone/reception skills. • Knowledge of and the ability to use office machinery e.g. photocopiers, scanners, shredding machine etc. • Experience in the use of complex databases and other software packages with an advanced level of word processing/typing skills e.g. Microsoft Office (Word/Excel/Outlook etc.). This should include the production of detailed reports, presentations, visual aids, new forms etc (E) • Have a neat and organised approach to work. • Be willing, courteous and able to work both using your own initiative and in a team. • Respect confidentiality (E) • In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level.