



JOHN WILLMOTT SCHOOL

Personal Assistant to Headteacher and HR Administrator

Job Description

Grade : GR3 (Salary £19,238.48 – £24,716.72 pro rata)
Hours : Monday to Friday, 36.5 hours per week + 2 weeks
Line Management : Headteacher / School Business Manager - HR

1. Job Purpose

- 1.1 Responsible to the Head Teacher for the provision of full professional, efficient and Secretarial service to the Head Teacher.
- 1.2 Confidential work for the school to support the School Business Manager – HR, relating to staffing matters.

2. Key Responsibilities

- 2.1 General administrative duties including photocopying, word processing and laminating.
- 2.2 Administrative support to the Headteacher and, if directed, the Leadership Team.
- 2.3 Administrative support to the School Business Manager – HR.
- 2.4 Telephone and reception duties, as and when required.
- 2.5 Preparation and maintenance of files and staff records.
- 2.6 Responsible for efficient and timely monitoring the school's enquiry line, and responding professionally to queries or re-directing queries to the appropriate member of staff, as required.
- 2.7 Dealing with deliveries and enquiries from staff, parents, trades people etc.
- 2.8 Preparation of returns and reports as required.
- 2.9 Confidential work for the Head Teacher and School Business Manager – HR, such as preparation of confidential reports, references for staff, new appointments, pupils and probationary teachers.

- 2.10 Responsible for administration of NQT assessment forms and returns, under the direction of Leadership Link responsible for NQTs.
- 2.11 Organising Meetings for Head Teacher, School Business Manager - HR and leadership groups.
- 2.12 Taking minutes at meetings and ensuring actions recorded at meetings are completed.
- 2.13 Administration of whole school calendar.
- 2.14 Maintenance of calendar for Headteacher.
- 2.15 Operate, maintain and develop the administrative procedures/policies and systems of the school to include personnel records, generally organise, plan and control workloads and procedures, interpret the provision of regulations and directives and give advice on matters within the scope of the job.
- 2.16 Manage computerised and filed personnel records to include absence analysis. Liaise with the Local Authority or external providers of HR support, to ensure accurate contractual information.
- 2.17 Liaising with, and supporting, the staff who organise school visits, camps and extra-curricular activities, and being an Educational Visits Coordinator.
- 2.18 Arranging supply/internal cover for absent staff, when such absences are unplanned, and coordinating cover rotas.
- 2.19 Administration of employment contracts.
- 2.20 Responsibility for maintenance of staff absence and insurance schemes.
- 2.21 To be responsible for basic first aid.
- 2.22 To undertake training to develop skills with Desktop Publishing, Excel, Word Powerpoint, etc.
- 2.23 Such other duties as may be commensurate with the grade and nature of the post.
- 2.24 To adhere to the ethos of the school
 - 2.24.1 To promote the agreed vision and aims of the school
 - 2.24.2 To set an example of personal integrity and professionalism
 - 2.24.3 Attendance at appropriate staff meetings and parents evenings
- 2.25 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

3.1 Supervising Officer's Job Title: Head Teacher / School Business Manager - HR

3.2 Level of supervision:

Left to work within establishment guidelines subject to scrutiny by supervisor

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

| Post Title | Grade | No of Posts | Level of Supervision (as in 3.2 above) |
|------------|-------|-------------|---|
| None | n/a | n/a | n/a |

5. **Special Conditions**

5.1 None

6. **Review and amendment**

6.1 Annual review of this job description will take place under Performance Management.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

SIGNED:Postholder

.....Headteacher

.....Date

Person Specification

Method of Assessment (MOA)

| | | | | |
|---------------------|---------------|-------------|--------------------|----------------|
| AF Application Form | C Certificate | I Interview | T Test or Exercise | P Presentation |
|---------------------|---------------|-------------|--------------------|----------------|

| Criteria | Essential | MOA |
|--|-----------|------|
| Education/Qualifications NB: Full regard must be paid to overseas qualifications. | | AF/C |
| Experience Relevant work and other experience | | |
| Skills & Ability e.g. written communication skills, dealing with the public etc. | | |
| Training | | |
| Other | | |

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.