

## JOB DESCRIPTION

<b>Job Title:</b>	Personal Assistant to the Senior Leadership Team - Poltair School
<b>Salary:</b>	Grade H (1 to 6)
<b>Hours:</b>	Full time – 37 hours per week
<b>Responsible to:</b>	Headteacher and Deputy Headteachers
<b>Direct Supervisory Responsibility for:</b>	TBA
<b>Indirect Supervisory Responsibility for:</b>	TBA
<b>Important Functional Relationships:</b>	<p><u>Internal:</u> Office Manager, School administration team members, School teachers and support staff, Trust central services, students/pupils.</p> <p><u>External:</u> LA officers/representatives, other Trusts/Schools/academies/colleges, suppliers of goods and services, parents/carers, visitors to the School.</p>

### **Main Purpose of Job**

To be responsible for the provision of a high-level, effective and efficient, confidential administrative support service to the Headteacher and Deputy Headteachers to ensure the efficient running of Poltair School. To make a fundamental contribution to facilitating the effective communications and operations of the School. This to include supporting and deputising for the Office Manager as required.

### **Main Duties and Responsibilities of PA to the Headteacher and Deputy Headteachers**

1. To provide and organise an efficient, professional and confidential administrative service to the headteacher and deputy headteachers including word processing of correspondence, reports, publications, presentations and other documents as required.
2. To be responsible for ensuring a high standard of quality and accuracy in all documents produced for the leadership team.
3. To be responsible for organising and maintaining the leadership team diary including arranging appointments, itineraries, scheduling travel and accommodation bookings and co-ordinating meetings, events and agendas.
4. To respond to comments, queries and concerns including prioritising issues, investigating queries and complaints raised by parents/carers, external agencies, preparing responses and resolving problems where appropriate.
5. To maintain a log of complaints received under the Complaints Policy and to ensure responses are given within deadlines.

6. To sort, distribute and administer incoming and outgoing mail within relevant timescales and deadlines.
7. To draft correspondence on behalf of the Schools leadership team.
8. To receive and prioritise incoming telephone calls and deal with them appropriately, taking messages as required.
9. To meet with Headteacher and Deputy Headteachers as soon as practicable each working day to deal with and follow-up on internal and external communications and correspondence and to prepare responses, etc within relevant timescales and deadlines.
10. To organise all arrangements for meetings, including venues, room bookings and hospitality, as required.
11. To arrange and attend management meetings, to prepare and circulate the relevant agendas and papers, to organise venues, room bookings and hospitality and to take minutes as required.
12. To liaise with the LGB Chair as necessary to deal with and follow-up on internal and external communications and correspondence and to prepare responses on behalf of the LGB, within relevant timescales and deadlines, as required.
13. To liaise with the CELT Human Resources Team in respect to staff matters as required, including communication around recruitment, leavers and confidential matters relating to staff.
14. To liaise with the CELT Legal team on legal matters that arise.
15. To support the Headteacher and Deputy Headteachers on the co-ordination and administration of operational matters through the liaison with the school office manager, premises manager, network manager or the CELT Operations team as required.
16. To maintain accurate and comprehensive confidential electronic and paper filing and record keeping systems personal to the Schools senior leadership team.
17. To support the Schools senior leadership team in ensuring that all data and management information systems remain secure and up-to-date and that all information retained meets both the Data Protection legislative requirements and internal policies. To compile management information reports for the Schools senior leadership team as and when required.
18. To assist with the preparation and collation of paperwork and data for Ofsted inspections, and other Trust documents and reports prepared by the Schools senior leadership team and LGB.
19. To maintain an accurate and current list of School and Trust policies.
20. To assist with the organisation of School and Trust events and to contribute to the planning and organisation of marketing and promotional activities and timely communication about such events.
21. To liaise with outside agencies on behalf of the Schools senior leadership team, as directed.

### **Supervisory Duties**

22. To supervise members of the administration teams for example Student Services, Curriculum Administration, ensuring the highest standards of administration support are maintained within the school.

Supervisory duties will include:

- providing advice and guidance to promote improvements in current practice;
- providing induction and job familiarisation training for new staff;
- undertaking appraisals and training needs analyses with the administration team members to ensure continued self-development of staff and updated skills;
- liaising with the Office Manager and Headteacher with regard to devising appropriate work programmes for the administration teams

23. To act as a mentor to administration team members in the development of skills and to transfer knowledge, expertise and skills.

24. To hold regular team meetings ensuring effective communications for members of the administration staff. To represent administration support staff at school senior management meetings

25. To work with the Office Manager and CELT HR Team in the deployment and recruitment of administration support staff in consultation with the Headteacher and the senior leadership team

### **Other General Responsibilities**

26. To attend staff meetings, briefings, line management meetings and other relevant internal and external meetings, forums and Trust-based training as required.

27. The post holder is responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.

28. To be aware of and work in accordance with the Trust's child protection policies and procedures, in order to safeguard and promote the welfare of children and young people, and to raise any concerns relating to such procedures that may be noted during the course of duty.

29. To remain aware of and work within all relevant CELT working practices, policies and procedures.

30. To adhere to the Trusts Safeguarding policies and attend training as required.

31. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Equal Opportunities Policy and Code of Conduct, Disciplinary and Grievance policies, national legislation (including Health and Safety and Data Protection).

32. To maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff and students/pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

33. To undertake any other tasks and projects as required and appropriate to the grading of the post.

## **Single Central Record**

34. Working with the CELT HR Officer, ensure that an accurate and up-to-date Single Central Record (SCR) is maintained for the school.
35. To monitor and be aware of any legislative changes in relation to the Keeping Children Safe in Education document and ensure any relevant updates to procedures are implemented.
36. To ensure all of the statutory recruitment checks are undertaken for the appointment of new volunteers and governors, in line with the relevant Cornwall Education Learning Trust policies.
37. To be responsible for seeking and recording safeguarding assurance for any 3<sup>rd</sup> parties working in the school (e.g. contractors, social workers, educational welfare officers). This will include issuing letter of assurance requests on an annual basis and chasing their return, maintaining a list of known visitors for reception staff, and ensuring ID checks are undertaken for individuals in attendance.
38. Working with the Cover Coordinator, ensure confirmation of vetting checks are received for any agency supply staff before they arrive in school. Ensure that their ID is verified and recorded on the SCR.
39. To maintain a record of the trainees currently enrolled at Poltair School.
40. To keep thorough records of all of the above, and evidence as required for Ofsted, and any other external and internal audits.
41. To work with the Trusts HR team to arrange regular audits of the SCR by the local authority HR Safeguarding Team, ensure any recommendations and/or corrections are implemented promptly.

Date Prepared:           September 2019

# CORNWALL EDUCATION LEARNING TRUST

## PERSONS SPECIFICATION

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ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<p><b><u>Relevant Experience</u></b></p>	<p>Substantial practical experience of working within a busy and confidential office environment</p> <p>Proven experience of delivering a Personal Assistant service to senior managers/directors, including managing diaries and email inboxes on behalf of others.</p> <p>Good standard of practical knowledge, skills and experience of secretarial work and an understanding of administrative systems and processes.</p> <p>Experience of making appropriate arrangements for meetings and scheduling travel and accommodation bookings;</p> <p>Experience of drafting correspondence and co-ordinating reports;</p> <p>An excellent working knowledge of Microsoft Office IT packages and practical experience of word processing, email and other office electronic applications.</p>	<p>Experience of working within a School/college environment.</p> <p>Experience of SIMS.</p> <p>Experience of co-ordinating School Governor services.</p>	<p>Application form/ Interview/ References</p>
<p><b><u>Education and Training</u></b></p>	<p>Attainment of GCSE Grade C or above in English and Mathematics or equivalent (educated to Level 2 standard)</p>	<p>Attainment of Level 3 qualifications or equivalent (eg A-Levels, AVCE).</p>	<p>Application form</p>
<p><b><u>Special Knowledge and Skills</u></b></p>	<p>Good IT, typing and word processing skills.</p> <p>Good literacy and numeracy skills.</p> <p>Excellent organisational skills and ability to prioritise work and manage time effectively.</p> <p>Proven success of completing tasks to tight deadlines and working without supervision.</p> <p>Confident communicator (oral and written) with strong interpersonal skills and the ability to relate to people at all levels.</p> <p>Able to maintain a calm and professional manner at all times.</p>	<p>Knowledge of electronic display and presentation formats.</p>	<p>Application form/ Interview/ References</p>

	A methodical approach to work and a strong focus on accuracy.		
<b><u>Any Additional Factors</u></b>	<p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p> <p>Enjoys, and is comfortable, working with children and young people.</p> <p>Displays an understanding and commitment to equal opportunities.</p> <p>Able to work on own initiative and within a team.</p> <p>Self-motivated and enthusiastic.</p> <p>Able to lead and motivate a team.</p> <p>A pro-active, positive, 'can do' attitude.</p> <p>Trustworthy and reliable.</p> <p>Discreet and confidential.</p> <p>Professional, tactful and sensitive.</p> <p>Open to change and improvement.</p> <p>Adaptable and able to work flexibly to meet the needs of the Trust.</p>		Interview/ References
<p><b><u>Pre-Employment Checks</u></b>  <i>All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.</i></p>			

Date Prepared:           September 2019