



### The Bishop's Stortford High School Job Description

<b>Job Title:</b>	Headteacher's Personal Assistant
<b>Responsible to:</b>	Headteacher
<b>Line Management:</b>	Receptionists
<b>Job Grade:</b>	H8
<b>Contract and Hours Of Work:</b>	Term-time + 3 Weeks (41 weeks) 37 hours a week (including INSET days)
<b>Job Purpose:</b>	The PA will provide comprehensive and pro-active administrative and secretarial support to the Headteacher.
<b>Main Duties &amp; Responsibilities</b>	<p><b>To work directly for the Headteacher providing a full cycle of administrative support including:</b></p> <ul style="list-style-type: none"> <li>• Manage the Headteacher's diary and appointments.</li> <li>• Manage the Headteacher email account.</li> <li>• Manage the correspondence to and from the Headteacher.</li> <li>• Minute taking, filing and distribution.</li> <li>• Arrange meetings, rooms, refreshments.</li> <li>• Assist at school open evenings and events.</li> <li>• Book Headteacher's courses and conferences.</li> <li>• Deal with staff, student and parental enquiries.</li> <li>• Produce student exclusion letters and maintain records.</li> <li>• Awareness of school activities.</li> <li>• Assist other members of staff with administration tasks when needed.</li> </ul> <p><b>Recruitment/HR</b></p> <ul style="list-style-type: none"> <li>• Coordinate the compilation of job adverts and publish.</li> <li>• Coordinate the interview schedule and documentation.</li> <li>• Adhere rigorously to all safer recruitment procedures.</li> <li>• Create and maintain accurate and confidential filing and record keeping systems.</li> <li>• Maintain the Single Central Record according to government guidelines.</li> <li>• Coordinate staff exit interviews.</li> <li>• Maintain the staff list.</li> <li>• Record staff absence and ensure the relevant documentation is completed.</li> <li>• Monitor staff safeguarding and prevent training, arrange courses and ensure compliance.</li> </ul> <p><b>Governors</b></p> <ul style="list-style-type: none"> <li>• Liaise with the Clerk to the Governors.</li> <li>• Maintain paperwork and files.</li> </ul> <p><b>School reception</b></p> <ul style="list-style-type: none"> <li>• Line manage school receptionists.</li> <li>• Ensure the smooth running of the school reception and ensure that security procedures are in place.</li> <li>• Assist the receptionist with the emergency assembly evacuation arrangements.</li> <li>• Arrange adequate cover for the school reception when necessary.</li> </ul>

## Person Specification

	ESSENTIAL	DESIRABLE
<b>a) Experience</b>	<ul style="list-style-type: none"> <li>• Previous school office experience using SIMS.net would be an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• HR experience.</li> <li>• Experience of procedures relating to child protection and safeguarding.</li> </ul>
<b>b) Qualifications</b>	<ul style="list-style-type: none"> <li>• At least GCSE or equivalent grade C or above in Maths and English.</li> </ul>	
<b>c) Skills</b>	<ul style="list-style-type: none"> <li>• Excellent IT skills; including Microsoft Windows and Office packages.</li> <li>• Excellent written and oral communication skills.</li> <li>• Good interpersonal skills.</li> <li>• Good planning and organisational skills. Ability to prioritise workload and meet demanding deadlines.</li> </ul>	
<b>d) Qualities</b>	<ul style="list-style-type: none"> <li>• Be discreet and confidential.</li> <li>• Professional, polite and friendly telephone manner.</li> <li>• Ability to work on own initiative or as part of a team.</li> <li>• Flexibility and ability to adapt.</li> <li>• Proactive rather than reactive and willing to seek advice and support where necessary.</li> <li>• Patience.</li> <li>• Sympathetic/understanding and be empathetic.</li> <li>• Diplomatic.</li> <li>• Able to offer advice where necessary.</li> <li>• Loyalty.</li> <li>• Ability to work under pressure.</li> </ul>	

## Safeguarding

- The Bishop's Stortford High School is committed to safeguarding and promoting the welfare of children and young people
- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of the Governing Body's pre-employment checks.

## Additional Information

- All employees are expected to contribute to and support the overall aims and ethos of the school and to participate in training and performance management and development.
- The postholder is expected to accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.