**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Headteacher Personal Assistant (PA) |
| Salary: | £24,948 - £26,845 |
| Grade: | 7 |
| Hours: | *e.g.,37 per week. We are open to discussions about flexible working*. |
| School: | *[insert school name]* |
| Budget responsibility: | NA |
| Responsible to: | *[insert line manager post title]* |
| Responsible for: | NA |

## Job Purpose

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| The postholder will provide efficient administrative support to the Headteacher and the Leadership Team in their day-to-day management of the school. |

## Job Responsibilities

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| * Maintain the Headteachers diary including arranging appointments, itineraries, making travel arrangements, coordinating meetings and events. * Keep an accurate up-to-date account of the Headteacher’s commitments and assist with the arrangements of future appointments. * Prepare the Headteacher’s daily planner/diary and produce a monthly prompt sheet of tasks to be completed with deadline dates. * Drafting of correspondence, reports, publications, letters and other documents. * To respond to queries on behalf of the Headteacher. * Prepare agenda for internal and external meetings, including the planning and preparation of the agenda, taking of minutes, organising appointments and related hospitality arrangements. * Support any projects undertaken by the Headteacher and Leadership Team * Data retrieval from SIMS database as required * Manage the implementation of the school’s SEF enquiry process including prompting, holding the process to deadlines and ensuring that all processes are accurately recorded. * Maintain and update Learning Observation Records and data. * Provide Administrative Support in preparation for and during any inspections. * Maintain up-to-date electronic and manual filing. |

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| --- | --- |
| Essential Criteria | Assessed By: |
| Minimum of 2 year’s experience of working as a PA | A/I |
| Level 3 qualifications or equivalent experience in relevant field | A/I |
| Experience and understanding of Office 365 (word, excel, powerpoint etc) | A/I |
| Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations. | A/I |
| Experience of and ability to draft correspondence on the Head’s behalf and to complete detailed reports, forms and letters. | A/I |
| Experience of taking precise, accurate minutes | A/I |
| Proven administrative and organisational abilities | A/I |
| Desirable Criteria | Assessed By: |
| Experience of SIMS. | A/I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |

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|  | Other (please specify): |