

Role Profile: Personal Assistant

Job Description

Job Title:	Personal Assistant Potential to appoint as Executive Assistant, for the right candidate
Location	Lancaster Girl's Grammar School, Regent Street, Lancaster, LA1 1SF
Terms	Permanent Full time at 37 hours over 5 days per week Working 39 - 42 weeks per year (negotiable) Your pay will also include a numbers of weeks' pro-rated annual leave based on the full-time-equivalent of 36 days per year, rising to 42 days after 5 years' service.
Salary Range	Grade 6, NJC Scale Points 11-19, which is currently £27269- £31067 full time per year. (Potential to appoint at Grade 7, NJC Scale Points 19-25, which is currently £31067 - £35235 per year.) The salary will be pro-rated to reflect your actual working hours/ weeks using the formula: <i>full year salary / full time hours per week X contract hours per week / full time weeks per year x contract paid weeks per year = pro-rated annual pay / 12 months = monthly pay.</i> For example: £27269 / 37 x 37 / 52.143 x 45.25 = £23664 per year / 12 = £1972 per month.
Responsible To	Headteacher
Staff Responsibility	None
Essential car user	No
Job Purpose/ Scope of Work	The Personal Assistant will provide high-level, confidential administrative and strategic support to the Headteacher and Senior Leadership Team

Key Responsibilities:

To build and maintain relationships, facilitate communications and co-ordinate activities:

- Play a key role in forming and developing relationships with parents, the community and with strategic partners
- Be an approachable and friendly point of contact for telephone calls, emails and correspondence as necessary: delegating as appropriate and using discretion and confidentiality in providing information both within and outside the school
- Co-ordinate and attend school events as required i.e. Open Evening and Awards Events.

To represent the school, streamline operations and handle public communications:

- Be the primary point of contact for anyone requiring access to the Headteacher
- Represent the Headteacher: operating as an ambassador for the Headteacher, answering questions from staff and operating as a known, familiar and approachable person around all areas of the school.
- Managed the school's email inbox, ensuring the school meets its expected response times and that emails for the Headteacher are acted on.
- Ensure a high level of quality, professionalism and accuracy in all documents produced, proofreading whole school documents and policies as required
- Receive, track and respond to parental complaints, liaising with other staff and seeking advice and clarification as and when required from the Senior Leadership Team.
- Liaise with external agencies on behalf of the Headteacher as required.
- Proofread key correspondence sent out for the school as required

To effectively manage and schedule operations of the Headteacher and Senior Leadership Team:

- Lead and manage daily scheduling and daily operational issues for the Headteacher.
- Remain conversant with the Headteacher's workload on an on-going basis, managing diaries to ensure that appointments are prioritised appropriately resulting in efficient time management. Liaison with relevant staff to avoid potential clashes, using initiative to re-prioritise changing commitments, taking immediate action to ensure critical issues are immediately referred to the appropriate personnel.
- Make travel arrangements for the Headteacher as required.
- Assist the Headteacher in arranging meetings and functions, e.g. booking rooms, arranging catering, drafting agendas, greeting visitors.
- Support the Headteacher as sensitive situations arise, always maintaining a high level of confidentiality.

To work proactively to provide high level confidential and administrative support to the Headteacher and Senior Leadership Team:

- Maintain the highest level of confidentiality at all times in all school matters.
- Organise own workload and prioritise on a daily basis using own initiative and knowledge of the work, with minimum direct supervision from the Headteacher.
- Provide a high standard of administrative support to the Headteacher and other senior staff.
- Produce the school calendar and update throughout the academic year and communicate it to stakeholders.
- As required, produce and distribute the meeting agendas & attachments, minute taking, producing minutes and action points in a timely manner.
- Collate documentation for Governing Body meetings, helping to maintain records and liaise with key personnel and governors, as appropriate, to ensure the smooth running of meetings and coordinate link meetings in school.
- Ensure that the school has all the statutory and appropriate non-statutory policies and procedures in place and that these are centralised, current and relevant, ensuring that they are reviewed, ratified and amended as appropriate annually by the Governing Body.
- Cover for absent administration team colleagues as necessary.
- Provide office support during the school holidays, where necessary, except during annual leave.
- Produce and/or proofread documentation and reports on behalf of the Headteacher and Senior Leadership Team.
- Produce the annual Staff Handbook and ensure it is kept up to date, working to the Headteacher.
- Collate updates to School Development Plan and other management plans.
- Liaise with appropriate staff to complete reference requests as required.
- Administer the recruitment of school staff, including collating recruitment information, advertising posts, interview arrangements and carrying out pre-employment checks.
- To arrange new staff induction.
- To collate Performance Development (appraisal) documentation.

In addition, other duties of a similar nature and at no higher a responsibility level may be interchanged with/ added to this list at any time.

Prepared by (name, role, date): C Gillies & C Beard, 05/09/2024

The above Job Description sets out the area of work in which duties will generally be focused, and gives an **example** of the type of duties that the postholder could be asked to carry out.

Please note that this is for **guidance** only. Postholders are expected to be flexible and to operate in different areas of work/ carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Student Focus

We put our students' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Person Specification

Job Title:	Personal Assistant	Grade:	6
Requirements (based on the job description)		Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), references (R), or other (give details)
Qualifications			
NVQ level 4 qualification or equivalent in a relevant discipline	E	AF	
4 GCSE passes at Grade A-C or equivalent, including Maths and English	E	AF	
Degree or equivalent in a relevant discipline	D	AF	
Experience			
Previous experience of personal assistant and/or administrative work	E	AF	
Experience of working in a school environment	D	AF	
Experience in an Personal Assistant role	D	AF	
Knowledge, skills and abilities			
Knowledge or understanding of secondary school procedures and policies	E	AF / I	
Knowledge of a school's management information system	E	AF / I	
Discretion and trustworthiness: you will often be party to confidential information	E	AF / I / R	
A high degree of computer literacy is required (particularly Microsoft Office applications and Office 365)	E	AF / I / R	
Strong minute taking skills and ability to synopsis complex discussion	E	AF / I / R	
Strong organisation skills and the ability to prioritise and manage several tasks at once	E	AF / I / R	
Excellent literacy, numeracy, and proofreading skills, with an eye for detail and accuracy	E	AF / I / R	
The ability to communicate effectively with a variety of people and situations	E	AF / I / R	
A professional, friendly demeanour and telephone manner	E	AF / I / R	

A flexible and adaptable approach to work to support school events such as Parents Evenings	E	AF / I / R
The ability to be proactive and take the initiative	E	AF / I / R
Other (including special requirements)		
Satisfactory DBS clearance	E	I
Commitment to safeguarding and protecting the welfare of children and young people	E	AF / I
Commitment to equality and diversity	E	AF / I
Commitment to health and safety	E	AF / I
Commitment to attendance at work	E	AF / I
Commitment to undertake relevant professional development and safeguarding training	E	AF / I

Pre-Employment Risk Identification Form (R.I.F)

This form is provided to potential applicants to so that you are aware of the potential risks associated with this role; this form does not override the employer's requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999.

Post title	Personal Assistant/ Executive Assistant
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A. The job to which this form refers will or may involve one or more of the following activities. (Indicated by Yes or No.)

Please note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.

		Yes	No
1	Work at heights (<i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc</i>).		X
2	Work in excessively noisy environments above statutory control limits (<i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc</i>).		X
3	Work in unusual environmental conditions (<i>e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required</i>).		X
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (<i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc</i>).		X
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.		X
6	Some contact with hazardous substances (<i>e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves</i>).		X
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.		X
8	Work with lead or lead-based products (<i>e.g. some paints</i>).		X
9	Food handling/preparation (of raw or uncooked food only).		X

10	Occupational fieldwork or work in extreme conditions (e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work).		X
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B. The job to which this form refers will or may involve one or more of the following activities. (Indicated by Yes or No.)

This section is for the information of applicants and does not facilitate a referral to Occupational Health.

		Yes	No
11	Face to face contact with the public/service users (<i>e.g. at sensitive front line posts re abuse, aggression, assault</i>).	X	
12	Working in isolation/lone working.		X
13	Work with electrical wiring (<i>e.g. colour blindness</i>).		X
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (<i>e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers</i>).		X
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (<i>e.g. risk of weils disease, other animal borne diseases, zoonoses</i>).		X
16	Manual handling (<i>other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities</i>).		X
17	Working with vulnerable service users (<i>e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers</i>).	X	
18	Work involving repetitive movements or forced posture (<i>e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling</i>).		X
19	Work as a regular display screen user (<i>where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period</i>).	X	

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above: none.