



## CHIPPING NORTON SCHOOL

### JOB DESCRIPTION

#### Personal Assistant to the Headteacher

---

<b>Job Title</b>	Headteacher's Personal Assistant
<b>Reporting To:</b>	Headteacher
<b>Line Management:</b>	Receptionist and Reprographics
<b>Salary</b>	Grade 8
<b>Hours per week</b>	37 hours per week
<b>Working weeks</b>	39 weeks (Term Time + Inset days ) + 5 days at the end of August
<b>Hours of work</b>	Mon to Thurs: 08:15 - 16:15. Fri: 0815 - 1545

#### JOB PURPOSE:

To provide comprehensive administrative support for the Headteacher, whilst being the first point of contact for all stakeholders contacting the Headteacher: parents and carers; members of staff, students, Governors and external agencies. In doing so, build positive relationships with all stakeholders through effective communication on behalf of the Headteacher.

#### MAIN RESPONSIBILITIES:

To provide a confidential, professional personal assistance/administrative service to the Headteacher to effectively support him in the day-to-day leadership and management of the school. This will include:

- Organise and manage the Headteacher's electronic diary, assisting with prioritisation and providing reminders of events and deadlines.
- Arrange the Headteacher's daily schedule of meetings and after-school calendar.
- Answer routine enquiries, provide information, advice and guidance to internal and external enquiries, in line with school and Trust policy and procedures.
- Draft and produce letters, responses and emails to written enquiries to the Headteacher.
- Provide efficient daily administrative support for the Headteacher as required.
- Manage all paperwork confidentially and responsibly i.e., filing or deleting written and/or electronic documentation, as required.
- Maintain electronic and/or paper files of all correspondence and documentation.

- Quality assure all communications to ensure high standards of internal and external communications produced by the Headteacher.
- Arrange hospitality requests for any events or meetings involving the Headteacher.
- Coordinate and oversee the setting up of meetings as directed by the Headteacher, including liaison with participants, organising the venue and refreshments, liaising with the Site Team, and preparing and circulating documentation as appropriate.
- Work closely with the HR Manager and School Business Manager to assist in (a) the advertisement of vacancies and queries by applicants and (b) the organisation of interview days.
- Support senior and middle leaders who require administration support and support meetings as note-taker when required.
- Support with the collation and distribution of the weekly parent and carer letter;
- Manage and distribute the weekly staff bulletin.
- Manage and distribute the weekly student bulletin.
- Complete relevant and appropriate CPLD.
- Produce the annual staffing handbooks and the Date List.
- Complete, compile and secure paperwork for Freedom of Information requests.
- GDPR Lead
  - Ensure staff are made aware of their GDPR responsibilities
  - Publicise appropriate GDPR regulations – staffroom, staff packs for September
  - Update compliance procedures
  - Resolve GDPR issues within school and record accordingly
  - Develop and prepare policies for the website
  - Update RLT GDPR audit on a regular basis
  - Maintain and liaise with the RLT regarding GDPR issues
- Clerk to the Chipping Norton School Trust Fund:
  - Convene bi-annual meetings;
  - Prepare and distribute agendas, minutes and additional documentation;
  - Oversee, monitor and document the financial aspects of the Fund to all Trustees;
  - Ensure recipients of Trust Fund awards are notified and provision made for funds to be distributed;
  - Complete and upload the Trust Fund yearly accounts onto the appropriate website.

## GENERAL

### The post holder will be required to:

- Adhere to the school's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- Work in accordance with the Data Protection Act.
- Provide a healthy and comfortable working environment, smoking is strictly prohibited.
- This Job Description is not necessarily a comprehensive definition of the post and duties may be varied to meet the changing demands of the school. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

## NOTES:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- In addition, the post holder will be required to:

- Adhere to the school’s Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible
- Work in accordance with the Data Protection Act.
- Provide a healthy and comfortable working environment, smoking is strictly prohibited.
- This Job Description is not necessarily a comprehensive definition of the post and duties may be varied to meet the changing demands of the school. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The performance of all the duties and responsibilities shown above will be under the reasonable direction of the Headteacher; and the Headteacher or other Senior Leader, if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post. This job description will be reviewed annually and any changes will be subject to consultation.

**SAFER RECRUITMENT STATEMENT:**

Chipping Norton School and the River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one from current/latest employer) and evidence of the formal qualifications required for the role. Chipping Norton School is an equal opportunities employer.

***Last Updated: July 2024***

<b>NAME PRINTED:</b>	
<b>SIGNED:</b>	
<b>DATED:</b>	



CHIPPING NORTON  
SCHOOL

**PERSON SPECIFICATION**

**Personal Assistant to the Headteacher**

**CODES:**

E/D = Essential or Desirable. A = Application form. I = Interview/presentation. R = References.

How the evidence will be tested / gathered is indicated in the final three columns.

A	TRAINING & QUALIFICATIONS	E or D?	A	I	R
1.	Good level of general educational achievement and evidence of continuing/willingness to training and beyond	E	X		
2.	Good Numeracy and Literacy Skills.	E	X	X	
3.	5 + GCSEs Grade C and above including English and mathematics.	E	X		
4.	Enhanced DBS, Clearance for Prohibition Check + Right to Work in the UK.	E	X		
5.	Experience working in the education sector.	D	X		
6.	Recent and Relevant CPLD.	D	X	X	X

B	EXPERIENCE	E or D?	A	I	R
1.	Ability to use IT effectively.	E	X	X	
2.	Experience of a customer service role or busy office/people orientated environment.	E	X	X	X
3.	Experience of working with personal information or within an environment requiring a high level of confidentiality and trust.	E	X	X	

C	SKILLS	E or D?	A	I	R
1.	Excellent management, communication and organisational skills.	E	X	X	X
2.	Ability to be discreet and recognise sensitive and confidential information and situations.	E	X	X	X
3.	Ability to listen.	E	X	X	
4.	Good interpersonal skills and the ability to work collaboratively.	E	X	X	X
5.	Accurate and a thorough approach to work.	E	X	X	X
6.	A sense of humour and perspective.	E	X	X	
7.	Patience.	E	X	X	X
8.	Is approachable and friendly.	E	X	X	X
9.	Ability to work effectively independently and as part of a team.	E	X	X	X

D	PROFESSIONAL KNOWLEDGE & UNDERSTANDING	E or D?	A	I	R
1.	Understanding the educational values of the school.	E	X	X	
2.	Knowledge of the education system and the ability to help young people to make the most of it.	E	X	X	X
3.	Ability to liaise effectively with all colleagues and professionals.	E	X	X	
4.	Good level of computer competency.	E	X	X	
5.	Safeguarding and Child Protection.	E	X	X	

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All aspects of the person specification will be tested at some part of the recruitment process. Should the applicant be shortlisted any relevant issues arising from references will be taken up at interview.