

THE RADCLIFFE SCHOOL
INSPIRE AND ACHIEVE

HEADTEACHER'S PERSONAL ASSISTANT

37 hours per week, 52 weeks per annum

£27,739 - £33,024 per annum

Candidate Information



HEADTEACHER'S PERSONAL ASSISTANT

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We are looking for a Personal Assistant to provide comprehensive organisational and administrative support to the Headteacher. This rare opportunity would suit someone who is a confident communicator with adults and young people, able to multitask effectively and demonstrate excellent interpersonal and organisational skills.

To find out more, please go to www.radcliffeschool.org.uk to download information about the post and an application form, or contact Jo Moloney, HR Manager, on 01908 682 289.

The deadline for applications is 9am on Friday 10 May 2024. Interviews are likely to take place the following week.

The Radcliffe School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post requires an enhanced DBS disclosure. We are an equal opportunities employer.

The Radcliffe School, Christchurch Grove, Wolverton, Milton Keynes, MK12 5BT

Tel: 01908 682 222

www.radcliffeschool.org.uk

Headteacher: Paula Lawson



HEADTEACHER'S PERSONAL ASSISTANT JOB DESCRIPTION

Job Purpose:

To provide comprehensive administrative and organisational support to the Headteacher.

Main Duty & Responsibilities:

- Provide an effective and highly efficient diary management and administrative service, ensuring that the Headteacher is kept appropriately informed of progress on tasks and projects and any potential conflicts in priorities, which may affect deadlines.
- Be proactive, managing incoming correspondence, all emails and telephone calls, identifying priority items of business, taking action where possible or drafting responses on the Headteacher's behalf, making judgements about actions to be dealt with by the Headteacher and those which can be more appropriately dealt with by other staff.
- To attend and minute the School Leadership Team (SLT) weekly meetings and provide a summary of the meetings, including managing the schedule for resulting action points.
- To have responsibility for The Radcliffe School Admissions Appeals Process, following Local Authority guidance to ensure the process is completed by the set deadline. Working with the appropriate staff to ensure all paperwork is up to date and processed in the required format and timescales.
- Ensure that pupils, staff, parents, and visitors are made to feel welcome.

Governing Body

- To liaise with the Clerk to Governors for required paperwork for Governing Body meetings and support the SLT members linked to governing body committees to ensure paperwork is collated and passed to the Clerk within the required timeline.
- To prepare the Headteacher's termly Report to Governors, gathering information where appropriate.

Administration:

- To provide comprehensive administrative and secretarial support, advice and guidance to the Headteacher.
- To undertake general typing of correspondence, distribution, and filing.
- Maintain confidential records and files, including those relating to Child Protection and Safeguarding, handling sensitive information with discretion.
- Prepare the Headteacher's daily file to ensure essential paperwork for each meeting is ready (briefing notes, discussion points etc).
- To oversee the administration of start/end of term arrangements.
- To work with key colleagues to maintain and update the school's social media presence (eg Facebook, Instagram etc).
- To ensure that statutory aspects of the school's website are up to date.



Supporting the work of the Headteacher:

- To organise the arrangements for meetings chaired and attended by the Headteacher, including the preparation and circulation of papers, and ensuring that action points are being undertaken between meetings.
- To arrange catering and other requirements for the Headteacher's visitors as required.
- To make travel arrangements for the Headteacher.
- To process the Headteacher's expenses claims in accordance with policy.
- To send out invitations to key events which are officially hosted by the Headteacher.
- To undertake a wide range of administrative and project work for the Headteacher to include the writing and preparation of speeches/strategic papers and presentations for the Headteacher.
- To manage key school events and projects in line with the Headteacher's instructions, including working in collaboration with other individuals and teams as required.

General:

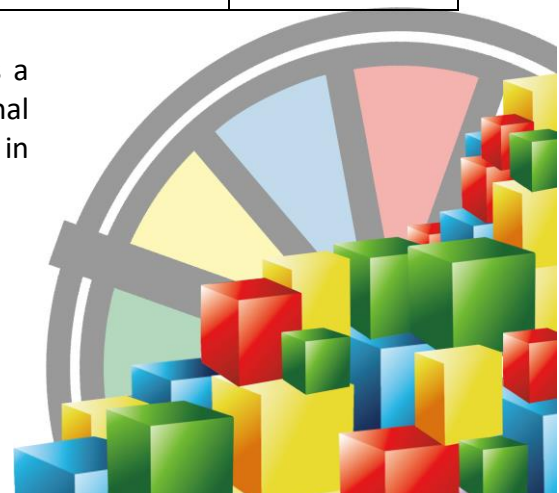
- To work confidentiality and in accordance with the school's policies, including Child Protection and Safeguarding, and GDPR.
- To develop successful working relationships.
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed by the Headteacher.
- To uphold the values and ethos of The Radcliffe School.
- To adhere to Health and Safety regulations at all times.



PERSON SPECIFICATION

Specification	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • Willingness to work flexibly when required. • Excellent numeracy and literacy skills / GCSE (or equivalent in Maths and English). • Willingness to undertake induction training. 	<ul style="list-style-type: none"> • Evidence of relevant qualification or training. • Qualification in first aid at work. 	Application form and interview
Experience	<ul style="list-style-type: none"> • Proven range of administrative support experience, ideally in a similar role. 	<ul style="list-style-type: none"> • Experience of working around children and young people. 	Application form and interview
Skills	<ul style="list-style-type: none"> • Ability to develop positive working relationships with individuals at all levels, including adults and children. • Strong written and verbal communication skills. • Strong systems understanding and capabilities - mindset to learn new systems and work efficiently with them. • Strong IT literacy skills – must be confident in using Microsoft Office Suite including Outlook, Excel and Word. • A flexible and adaptable approach to work - be reliable, hardworking and remain calm when working under pressure. • Collaborative team player. • Actively seek out opportunities for improvement. • An understanding of safeguarding and a commitment to maintaining a safe learning environment. 		Application letter and interview
Personal Attributes	<ul style="list-style-type: none"> • Excellent interpersonal skills - ability to communicate well with students and staff. • Ability to ask for advice and support where necessary. • Self motivating with a positive outlook. • Ability to work to deadlines and under pressure. • Commitment and enthusiasm. • Dependability and sound organisational skills. • Understanding of own strengths and areas for development. • Good time management. • Administrative efficiency. • Ability to deal calmly with different situations as they arise. • A good sense of humour. 		Interview and References

The Radcliffe School has a professional dress code for staff and is a non-smoking workplace. We expect our staff to have a professional and positive approach and to actively collaborate with colleagues in providing the best possible learning experience for our students.



HOW TO APPLY

The following guidelines are designed to help you submit a job application in line with our requirements. Please ensure that you comply with the instructions below as, if you do not, the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Jo Moloney, HR Manager on 01908 682 289 or jo.moloney@radcliffeschool.org.uk.

Application Form

Please complete all the sections of the form in full, giving as much detail as possible. Once completed, you must sign and date the application form to confirm that the information and any attachments are correct. Note that CVs will be accepted only if an application form and covering letter are also included in the application.

Equal Opportunities Monitoring

Please ensure that you have completed the online Equal Opportunities Monitoring form or attach the Equal Opportunities Monitoring Form to your application.

Please send these documents to jo.moloney@radcliffeschool.org.uk to arrive by the closing date.

Shortlisting

Shortlisting will be completed as soon after the closing date as possible. Shortlisted candidates will be contacted by telephone. We are unable to contact non-shortlisted applicants. If you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

Interviews

Interviews will be held at The Radcliffe School. Candidates may be required to complete a test or exercise relating to point(s) of the job description and criterion/criteria of the person specification. Candidates who are invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will be required to bring some photo ID with them on the day of the interview e.g. valid passport, driving licence or identity card.

References for shortlisted candidates

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Radcliffe School has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS).

Disabled applicants

The Radcliffe School welcomes applications from disabled people. If you require any adjustments to enable you to attend the interview please ensure that you have provided this information on your application form. If you are called for interview, please discuss any adjustments you may require to carry out the duties of the role with the interview panel so that the appropriate arrangements and any adjustments can be made if necessary. (Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.)

