|  |  |
| --- | --- |
| **Job Title** | Personal Assistant (PA) to the Headteacher |
| **Grade/Salary** | Scale 7-8, point 19-28Actual Salary 25,978 – 31,724 per annum, plus Outer Fringe Allowance £576 per annum. |
| **Hours** | 37 hours per week, Term Time Only (38 weeks) plus 15 days working (including INSET Days).Monday 8.00am to 5.00pm\*, Tuesday to Thursday 8.00am to 4.00pm, Friday 8.00am to 3.30pm.\**It is a requirement of the post to attend and minute Senior Team meetings which are usually on a Monday after school with the time worked after 4.00pm being taken from holiday working hours.* |
| **Date Required** | Tuesday 22nd April 2025 |
| **Closing Date** |  Monday, 20th January 2025 at Midday |
| **Interview Date** | w/b 3rd February 2025 |

# Details

We are seeking a highly motivated and experienced Personal Assistant to provide comprehensive and confidential support to our Headteacher. This is a key role within the school and will require a proactive and adaptable individual with excellent organisational and communication skills.

# Overall Responsibility:

To provide confidential support and administrative assistance to the Headteacher, carrying out a full range of

secretarial and administrative duties and ensuring the efficient and effective running of the Headteacher’s office

and daily business.

# Main Duties:

* To provide comprehensive and confidential secretarial and personal support and assistance to the Headteacher.
* Work with the Headteacher to prepare the weekly agendas for SLT meetings and ensure all documentation, where possible, is prepared and distributed in advance.
* Work with the Headteacher to prepare the weekly staff briefing and distribute notes to all staff following

the meeting.

* To ensure that parental and public complaints are dealt with swiftly and efficiently, in line with policies and procedures.
* To ensure that Fixed Term Suspensions are processed in line with statutory guidelines, as advised by the Headteacher.
* To support with the preparation and process of Permanent Exclusions in line with statutory guidelines, as advised by the Headteacher.
* To support with the process of Subject Access Requests
* To answer incoming telephone calls to the Headteacher and to direct callers to the appropriate person.
* To distribute the Headteacher’s internal post and messages to staff and students, ensuring that urgent messages are communicated promptly.
* To prioritise incoming messages for the Headteacher and ensure they are well-informed regarding urgent matters.
* To maintain a copy of the Headteacher’s diary and keep records of commitments etc. to ensure the Headteacher is well prepared for meetings.
* To schedule appointments, including co-ordinating multiple attendees.
* To accurately minute meetings and distribute accordingly. Meetings may include those:
* involving senior staff and faculty head addressing exam review performance;
* involving any staff disciplinaries and restorative meetings;
* as required in the event of a parental complaint;
* weekly SLT meeting;
* any other meetings, as advised by the Headteacher.
* Provide first line contact for external agencies such as the DfE, Local Authority, OFSTED and to be the point of liaison for other service providers, as required.
* To liaise with Union Representatives and coordinate regular meetings with Headteacher.
* To liaise with PAs within the Trust and in other schools, assisting in communication with school networking partners e.g., CSI, ASHE, NESST.
* Co-ordinate Governor visits with the appropriate staff.
* To act as “front of house” on Open Evening and co-ordinate the Year 6 parental tours across SLT.
* To conduct tours of the school for recruitment purposes.
* Co-ordinate the arrangements and communication weekly Headteacher Awards for the selected student(s).
* To assist the Headteacher and other senior staff on GCSE & A level exam results days (both August).
* To liaise with relevant staff and the press regarding school press releases and respond to press enquiries as required.
* Manage content for school’s Social Media channels on Facebook and Instagram.
* To organise photographs for press articles and/or provide photographic support where required.
* To ensure that reception staff are briefed regarding visitors and that arrangements for Headteacher/other meetings are well organised, including the provision of refreshments and the preparation of paperwork, etc.
* To assist in the drafting and proof reading of correspondence from the Headteacher.
* To assist in the provision of information to external agencies.
* To liaise with parents, staff, external agencies, etc. on behalf of the Headteacher, as required.
* To maintain and organise the Headteacher’s files and other records/paperwork and to assist in locating and

reviewing confidential student files where required.

* To represent the school in a professional manner when communicating and liaising with people both outside and inside the working environment.
* Other administrative duties, as required by the Headteacher.

# Safeguarding and Child Protection

* Know what to do if there are concerns about a child.
* Take on the responsibility for providing a safe environment and promoting children’s Welfare.
* Undertake regular safeguarding and child protection training.
* Be familiar with Keeping Children Safe in Education part 1 (KCSIE) and local policies and procedures as directed by the trust/academy.

# Continuing Professional Development – Personal

* In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments relevant to the role.
* Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
* Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

# General

* Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

***The duties above are neither exclusive nor exhaustive and the postholder may be required to carry out appropriate duties within the context of the job, skills and grade.***

# How to apply

When applying for this position, please use The Bromfords School application form, which can be found on our school website under Vacancies, or click here - <https://www.bromfords.essex.sch.uk/recruitment-documents/>

Please note, we reserve the right to close this vacancy early, call applicants to interview, and appoint, prior to the closing date

If you have any questions, please do not hesitate to contact Naz Choudhury, HR Assistant by email to recruitment@bromfords.essex.sch.uk

We look forward to hearing from you.

**Person Specification**

|  |  |
| --- | --- |
| **Category** | **Essential** |
| **Application** | * Application form completed to a high standard.
* Minimum of 2 supportive references.
 |
| **Qualifications** | * English AND Maths at GCSE or equivalent at Grade C/5 or higher.
 |
| **Experience** | * Administrative experience essential.
 |
| **Professional Development** | * Willingness to undergo training as relevant to the role.
 |
| **Skills** | * Proficient in Word and Excel.
* Experience of minuting meetings to a high level.
* Good telephone manner.
* Attention to detail/accuracy.
* An understanding of how to handle sensitive information of a confidential nature.
* Organisational and time management skills.
* Good oral and written communication skills.
* The ability to handle pressure, to prioritise tasks and to meet deadlines.
* Ability to assess and resolve problems independently and to exercise good judgement for the referral of more serious or complex problems to appropriate manager for advice or guidance.
* Ability to deal with conflicting demands and interruptions.
 |
| **Personal Attributes** | * Must be able to work under pressure and remain calm in volatile

situations. |
| **Category** | **Desirable** |
| **Qualifications** | * Keeping Children Safe in Education.
* GCSEs (other than English & Maths).
* A Levels or Degree level education.
* Secretarial / administrative qualification.
 |
| **Experience** | * Experience of working in a school or similar environment.
 |
| **Professional Development** | * Evidence of relevant training.
 |
| **Special Knowledge** | * Knowledge of Arbor.
 |