



Head Teacher's Personal Assistant

- Dates:** For September 2018 (with induction days to be confirmed)
- Salary:** Single Status 7 (point 17-19 depending on experience)
- Location:** Chailey – East Sussex
- Contract Type:** Permanent - Term Time only + 2 weeks during school holidays (46.21 weeks/per year)

Chailey is a thriving, successful school set in rural Sussex, just north of Lewes, and within easy reach of Brighton and Haywards Heath. We are proud of our traditional values and innovative approaches to Teaching and Learning. Staff are friendly, dedicated and supportive and our students are happy and proud to be part of the school. Chailey is a school where teachers and students can thrive. Visitors to Chailey School often comment on the calm teaching environment and fantastic relationships between students and teachers. We had our last Ofsted visit in January 2017 which we were very pleased with.

The Ofsted report contained comments such as:

- 'an established culture and ethos of the school, which is enhanced by the strong relationships between staff and pupils'
- 'pupils make good, and sometimes better, progress'
- 'pupils appreciate what staff do for them and, therefore, their conduct is typically exemplary, both in lessons and around the school'

We believe that this is a very strong foundation from which to aspire to excellence in everything we do.

We are seeking to appoint a Personal Assistant to the Head Teacher. The post holder will play an important role in supporting the Head Teacher to lead the school with maximum effectiveness. The post holder will need to develop an understanding of the nature of the Head Teacher's role and maintain and monitor the appropriate administrative systems to enable her to fulfil her responsibilities efficiently and effectively.

The Head Teacher's PA holds a crucial responsibility and role in the life of the school. The PA will hold the confidence of the Head Teacher herself and will be expected to work with the utmost trust and sensitivity handling sometimes complex and difficult situations.

Salary and Working Hours

Single Status Pay Scale grade 7, (points 17-19) full time equivalent £20,654 - £21,892 per annum (actual pro rata salary £18,354 - £19,454 per annum). This is a Term Time Only + 2 weeks contract, working all days that the school is open to students, plus all INSET days and two weeks during the school summer holiday, one of which must be the week of GCSE results in late August.

The hours of duty for the Head Teacher's PA are the requirement to work a 37 hour week, although the exact working pattern is negotiable.

Application Information

Closing date: Midday Tuesday 17th July 2018

Interview date: Thursday 19th or Friday 20th July 2018

We look forward to receiving your application which should be returned to Mrs Amanda Hilton (ahilton@chaileyschool.org).

East Sussex County Council is committed to equality of opportunity. We positively welcome applications from all sections of the community. This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS clearance for this authority.



JOB DESCRIPTION

School:	Chailey School
Job Title:	Personal Assistant to the Head Teacher
Grade:	Single Status Grade 7
Working Hours:	37 hours per week Term Time + 2 weeks during school holidays
Responsible To:	Head Teacher
Liaises With:	Senior Leadership Team Chair and members of the Governing Body Teachers and Support Staff Parents, carers and students Other external agencies and other schools

Main Purpose of Job:

The post holder will play an important role in supporting the Head Teacher to lead the school with maximum effectiveness. This will necessitate prioritising the Head Teacher's workload to meet varied and conflicting needs and working with her in prioritising her own workload to meet the conflicting needs of staff.

The post holder will need to develop an understanding of the nature of the Head Teacher's role and devise, maintain and monitor the appropriate administrative systems to enable her to fulfil her responsibilities efficiently and effectively. The post holder needs to be adaptable to many different situations and multi-task daily.

The Head Teacher's PA holds a crucial responsibility and role in the life of the School. The PA will be required to ensure that stakeholders receive the best possible service and response, representing the Head Teacher herself in all aspects of your work. The PA will hold the confidence of the Head Teacher and will be expected to work with the utmost trust and sensitivity, handling sometimes complex and difficult situations, with staff, students and parents. Both on the telephone, by e-mail/letter and face to face and needs to stay calm, composed and work in a professional manner at all times.

The Head's PA works independently for much of the time, organising her own workload and that of the administrative team that she manages, to ensure the service provided is efficient and effective. However, he/she must also be a team player and be willing to help out in other departments when necessary, covering a range of different tasks.

Key Duties and Responsibilities:

1. Manage the access of staff, students, parents and visitors to the Head Teacher, screening requests or enquiries in order to deal with as many as possible without referral, to ensure maximum protection of the Head Teacher's time.
2. Plan and maintain the Head Teacher's electronic calendar, ensuring that it is manageable, i.e. prioritising needs as necessary with the Head Teacher, and making sure that the Head Teacher has all details/paperwork necessary prior to appointments.
3. Plan and organise meetings, including booking rooms, refreshments, travel and accommodation when required.
4. Be proactive in answering correspondence and making 'phone calls on behalf of the Head Teacher where appropriate and as agreed.
5. Receive visitors to the Head Teacher, organising all necessary arrangements and according them all due courtesies from arrival to departure, supplying refreshments as requested.
6. To assist with the process of Year 7 admissions including sending out offer letters and admission packs.



7. Open all post addressed to the Head Teacher, excluding only those items marked 'Personal' or 'Private and Confidential', redirecting it whenever possible while ensuring the Head Teacher is kept informed of all important issues. Prioritise the remaining mail for her attention.
8. To co-ordinate, with the Business Manager, to ensure that the school's email account is checked for messages every day during school holiday periods and actioned appropriately, in negotiation with other support staff.
9. Produce various documents on the Head Teacher's request.
10. Maintain computerised records of all documentation in appropriate folders on the shared area of the network held between the Head Teacher and the PA.
11. File documents for the Head Teacher, keeping all folders efficiently organised and up-to-date. Ensure documentation is received from teaching colleagues by deadlines, record and file in Faculty folders. Ensure that these folders are kept up to date at all times.
12. Liaise with primary schools, secondary schools and the Local Authority as required throughout the year. This may arise in relation to particular issues but may be driven by the need to share information of various kinds.
13. Produce work as requested by the Senior Leadership Team to include any highly confidential documents required.
14. Maintain electronic calendars of the Head Teacher and the whole school calendar.
15. Work to a timeline in liaison with the SLT member responsible for the whole school calendar, to ensure that all information is collected in. Produce a paper calendar for staff and governors. Produce a parent/carers calendar and enter into the electronic system. Co-ordinate the calendar being added to the school website.
16. Edit the school website including keeping the school 'blog' up to date.
17. Work with Senior Leadership Team to arrange key events, e.g. Open Evening, Presentation Evening, New Parents' Evening/Mornings, sending out invitations, producing Programmes, collating literature from faculties, and ensuring literature on transport is up to date, sorting catering arrangements and attending such key events in order to support the Head Teacher.
18. Support the Head Teacher on the two days dedicated to GCSE results in August each year, particularly in the production of associated press liaison in relation to this.
19. Take minutes at meetings at weekly Senior Leadership Team meetings and when required by the Head Teacher at other meetings, producing agendas and supporting documents.
20. Produce paperwork for the Local Authority in relation to student exclusions.
21. Undertake accurately and effectively a range of general clerical tasks such as photocopying, typing, proof reading, answering the telephone and the collations of sets of papers/booklets as necessary.
22. Manage the main school office and cover for absences if necessary. Undertake performance appraisal meetings, as line manager to identified members of the office staff.
23. Assist with recruitment process for staff including creating job advertisements, inviting candidates for interview via 'phone, email and letter, liaising with middle leaders on interview tasks, questions and programme, calling for references, preparing interview day documentation, producing offer letters following interviews, assisting with the process on the interview day itself and the administration of all associated pre-employment documentation, including safeguarding paperwork.
24. Carry out any other reasonable duties as required by the Head Teacher.
25. To positively engage in the performance review process and in professional development.



This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Safeguarding Children

The authority and school are committed to safeguarding and promoting the welfare of all children and young people and expect all staff and volunteers to share this commitment. It will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post will be exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendment) Order 1986. Applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of employment being taken up, any failure to disclose such convictions will result in a dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not exclude you from consideration for this post. Successful applicants will need to undertake enhanced DBS checks before commencement of employment.

In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- *Motivation to work with young people*
- *Ability to form and maintain appropriate relationships and personal boundaries with young people*



PERSON SPECIFICATION

Post: Head Teacher's Personal Assistant

	Essential Criteria	Desirable Criteria	Method of Assessment
Education and Qualifications	<ul style="list-style-type: none"> ▪ GCSE English Grade C or above ▪ GCSE Mathematics Grade C or above 	<ul style="list-style-type: none"> ▪ Proven experience in liaison and negotiation and working with other agencies ▪ Evidence of further relevant learning such as courses completed ▪ Higher academic qualifications 	Application Form
Key Skills & Abilities	<ul style="list-style-type: none"> ▪ Highly competent in the use of computers ▪ Ability to be extremely flexible in order to adapt to changing priorities and to respond to changing needs on a day-to-day basis ▪ Ability to manage and prioritise own workload with initiative and flexibility in order to meet deadlines which may, of necessity, change ▪ Strong organisational skills ▪ Excellent communication and interpersonal skills ▪ Strong problem-solving and evaluative skills ▪ Ability to initiate and maintain efficient record keeping systems ▪ Communication, literacy and ICT skills ▪ Ability and willingness to work individually using own initiative ▪ Ability to organise time and work to deadlines ▪ Ability to work in an organised and methodical manner ▪ Ability to work as a team member 	<ul style="list-style-type: none"> ▪ Ability to develop and maintain contacts with outside agencies e.g. Local Authority, colleagues in other secondary and primary schools ▪ Demonstrate a willingness to attend further training and development opportunities ▪ Shorthand or other proven method of note-taking at meetings and for the Head Teacher 	Application Form & Interview
Knowledge & Experience	<ul style="list-style-type: none"> ▪ Experience of producing a variety of documents ▪ Experience of working effectively under pressure to tight deadlines ▪ Experience of maintaining and manipulating computerised and/or hard copy data/information 	<ul style="list-style-type: none"> ▪ Experience of having worked as a PA to a middle/senior professional in any industry/sector ▪ Experience of press liaison ▪ Previous experience of working in a school environment 	Application Form & Interview
Personal Qualities	<ul style="list-style-type: none"> ▪ Ability to learn new systems quickly ▪ Ability to work calmly under pressure whilst maintaining efficiency, accuracy and a positive demeanour – a good sense of humour is essential! ▪ Ability to take personal responsibility for organising and meeting targets ▪ Willingness to work as member of team ▪ Openness to learning and change ▪ A commitment to high standards ▪ Reliability, honesty and a commitment to maintaining confidentiality ▪ Discretion and sensitivity ▪ Self motivated, energetic and enthusiastic ▪ Professional and confident manner ▪ Ability to establish good working relationships with a wide range of staff students, parents and Governors ▪ A commitment to the aims of Equal Opportunities and the needs of <u>all</u> students 		Application Form & Interview