



Hyde Community College

Job description: Personal Assistant to the Headteacher and Clerk to Governors

Grade:

Working pattern: 36 hours per week term time only

Responsible to

Headteacher

Core Purpose

Highly effective and professional secretarial and administrative support for the Headteacher, Senior Leadership Team and Governors.

Key responsibilities

Support for the Headteacher

- Provide a high standard of confidential secretarial and administrative support for the Headteacher.
- Be the first point of contact for all relevant stakeholder communication and deal with appropriately.
- Be responsible for internal and external Headteacher correspondence and documentation.
- Arrange hospitality, preparation of materials, rooms and refreshments for visitors, meetings and school events.
- Produce and distribute agendas for school meetings.
- Attend internal and external meetings, take accurate minutes as required, write these up in a timely manner and distribute as appropriate.
- Be responsible for management of the Headteacher's diary, arrange appointments and confirm meetings.
- Alert the Headteacher well in advance of approaching events and/or issues.
- Be responsible for updating the whole-school calendar.
- Be responsible for the creation and maintenance of efficient filing and documentation retrieval systems for the Headteacher.
- Collate information relating to the appraisal and performance-related pay processes.
- Provide administrative support to the Headteacher for complex and confidential matters.
- Arrange and coordinate travel, accommodation, itineraries as necessary for the Headteacher.

Human Resources

- Be responsible for all documentation and correspondence relating to recruitment including:
 - Job descriptions;
 - Person specifications;
 - Advertising;
 - Processing of application forms;
 - Shortlisting documentation;
 - Reference requests;
 - Interview schedules;
 - Interview questions;
 - Liaising with candidates prior to and during interview;
 - Appointment letters.
- Be responsible for the maintenance of personnel records and database (SIMS) ensuring confidential storage of information in line with GDPR.

	<ul style="list-style-type: none"> • Management of staff absence systems in line with the school's Managing Attendance Policy.
Support for Senior Leadership Team	<ul style="list-style-type: none"> • Provide a high standard of confidential secretarial and administrative support for the Senior Leadership Team. • Provide administrative support to the Deputy Headteachers and the School Business Manager for complex and confidential matters as and when required. • Maintenance of the Staff Handbook. • Be responsible for keeping school policies up to date.
Support for the Administration Team	<ul style="list-style-type: none"> • Work collaboratively as a member of the School Administration Team. • Assist in the support of school-wide activities including whole school events and parents' evenings, the production of publications and dealing with queries and requests for information. • Support the safeguarding of pupils and staff. • Support colleagues in covering absence within the Administration Team.
Support for the Governors	<ul style="list-style-type: none"> • Act as Clerk to the Governing Body and organise distribution of agendas and paperwork for Committee Meetings. • To remind the relevant people in a timely manner of agendas, reports, actions etc. required for Governors' Meetings. • Supervise arrangements for and attend Committee Meetings as required; take minutes and forward to the Chair of the relevant Committee for approval (up to 6 meetings per term on Wednesdays 5pm – 7pm; time off in lieu to be taken when mutually convenient). • Distribute approved minutes as appropriate. • Be responsible for the maintenance of a paper-based set of records/documents for all Governor meetings. • Produce a termly report of Governors' attendance at all meetings for the Chair of Governors.
Support for the school	<ul style="list-style-type: none"> • Ensure that all telephone and personal enquiries are dealt with efficiently and effectively in a way which promotes a positive image of the school. • Contribute to a positive ethos within the school. • Act as a first aider in school (training provided).

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description will be the subject of review and may be modified or amended after consultation with the post holder.

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.

Each member of the Administration Team has their own main area of responsibility but it is expected that everyone has a flexible attitude and is willing and able to assist in other areas when required.

Employees are expected to be courteous to colleagues and promote a positive and welcoming environment.

This school is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment.