

NEWPORT SCHOOL
Job Description



PERSONAL ASSISTANT TO THE HEADTEACHER

Grade: Scale 5 (£21,373 - £23,276)

Hours: 36 hours per week/all year round

Responsible to: HEADTEACHER

Purpose of Job

To act as Personal Assistant to the Headteacher.

To ensure effective communication through out the School and its community

Main Duties

- To carry out all secretarial duties for Headteacher
- Point of contact for Headteacher, dealing with all third parties and taking all calls relating to the Headteacher
- Maintain and update Headteachers on-line diary, arrange and prioritise meetings as necessary and ensure Headteacher is appropriately briefed
- Update academic calendar, timetables, observation cycles and all other documents relating to the Headteacher
- Deal with Headteacher's e-mails and using initiative to deal with all questions and e-mails where possible
- Receive post in all matters relating to the Headteacher, drafting letters to staff, parents/carers and all other School stakeholders

Organisation

- Use IT and be highly skilled in all software applications used in School
- Create mail merges, reports and complete official returns as necessary
- Organise and print all end of year reports
- Distribute literature to staff when requested by the Headteacher using most effective method of communication
- Support SMT where appropriate
- Carry out all projects as directed by the Headteacher, including preparation of bids and plans

- To ensure the maintenance of clear and effective filing, records and other systems and to keep them updated
- To organise and file all evidence in evidence folders
- Create policies when requested by Headteacher, such as mobile phone and e-mail policy, late and absence policy, etc
- To update staff list termly
- Carry out research as required by the Headteacher
- Attend open evenings, award evenings and other school events when requested
- To keep stock of all school prospectus, SEF, School Improvement Plan and other such documents
- To liaise with School Website provider and ensure that all information forwarded to them for inclusion on website
- Regularly check website to ensure up-to-date
- Act as Clerk to Governors as required
- Update school calendar board in staff room daily
- Create staff handbook and ensure this is updated
- Create termly Home School Booklet liaising with Curriculum lead
- Produce regular School newsletter
- In recruitment process, following short listing make necessary arrangements for interviewing process, etc
- Create book labels for all exercise books – labels to contain child's name, subject, class name and image of class name
- Taking minutes for all meetings as necessary
- Arrange conference and meeting rooms outside of school
- Arrange Headteacher travel arrangements as necessary
- Arrange staff end of year celebrations
- Any other business as requested by the Headteacher

Revised September 2009