

## **JOB DESCRIPTION**

**POSITION:** Personal Assistant (PA) to the senior Leadership Team

**REPORTS TO:** Head Teacher

**RESPONSIBLE FOR:**

**LOCATION:** Heathermount School - Ascot

**MAIN PURPOSE:**

- To provide high-level executive and administrative support to the Senior Leadership Team (SLT), including the Headteacher and their direct reports, ensuring the efficient and effective delivery of strategic, operational, and statutory responsibilities across the school.

## **Key Responsibilities**

### **Executive & Administrative Support**

- Act as the first point of contact for the SLT's office, managing internal and external enquiries with professionalism and discretion.
- Provide full administrative support to the Headteacher, including correspondence, diary management, credit card ordering, and weekly communications.
- Prepare the Headteacher's weekly email every Friday and assist with the preparation of letters, emails, and text communications to parents on behalf of the Headteacher or SLT.
- Assist the Headteacher with termly and mid-year data gathering and reporting tasks.
- Liaise with staff to gather nominations and produce Headteacher Awards and certificates weekly.
- Organise Values Awards for each end-of-term celebration.
- Prepare documentation, reports, and the Headteacher's Report for the Board of Governors.
- Ensure SLT are aware of key deadlines and provide timely submissions for governor meetings.
- Set up and issue exclusion letters on behalf of the SLT/Headteacher, ensuring all related student data is accurately recorded.

## **Diary, Meeting, and Event Management**

- Manage SLT diaries and scheduling, ensuring proactive reminders and alignment with key priorities.
- Schedule, prepare, and minute internal meetings including SLT meetings (weekly), staff briefings, and other strategic meetings, distributing agendas and action points.
- Coordinate and support the planning of INSET days and school events.
- Maintain and update the school calendar for the next academic year, incorporating dates from RBWM and other local authorities, and ensure all stakeholders receive up-to-date copies.
- Amend school calendars as needed and update relevant displays such as the school board in the car park and reception.

## **Documentation and Policy Management**

- Produce letters, reports, presentations, and official documentation to high standards and deadlines.
- Amend and proofread policies as per the policy schedule.
- Ensuring timely updates on the school website and internal systems of all policies.
- Maintain accurate and secure filing systems for both electronic and paper documentation, ensuring ease of access for SLT and compliance with data protection requirements.

## **DfE Reporting and Secure Systems**

- Prepare for and run the School Census, ensuring accuracy and completeness.
- When authorised by the Headteacher, upload data to the DfE Secure Access system and carry out other DfE reporting procedures as required.
- Update the Get Information About Schools (GIAS) database when necessary.

## **Travel and Operational Logistics**

- Organise SLT travel arrangements, including accommodation, agendas, contact lists, and trip preparation.
- Prepare and process purchase orders on behalf of the SLT and Headteacher in accordance with financial procedures.

## **General Administrative Duties**

- Deliver general administrative support including photocopying, filing, and typing.
- Support internal communication by attending staff briefings, taking minutes, and distributing them accordingly.
- Maintain the school CPD calendar and the 'Important Dates' schedule across the academic year.

## Professional Development and Team Participation

- Participate in regular supervision and professional development activities as agreed with the School Business Manager.
- Attend relevant training, meetings, and school-wide events to ensure continuous professional growth and awareness of best practices.
- Contribute positively to team meetings and school community collaboration.

## Policies and Procedures

- Adhere to all Heathermount School policies and procedures, particularly those relating to safeguarding, confidentiality, and health and safety.
- Ensure familiarity with current educational legislation and frameworks, the Department for Education, and statutory reporting requirements.
- Take responsibility for personal health and safety, reporting any concerns in a timely manner.

## Additional Requirements

- Flexibility to travel locally or regionally when necessary to support SLT operations.
- Ability to adapt to changing priorities and take initiative in a dynamic school environment.
- Maintain strict confidentiality at all times, especially when handling sensitive information.

## Confidentiality Statement

All staff must respect the confidentiality of information acquired in the course of their duties relating to students, colleagues, parents/carers, and the organisation.

**Note:** This job description is a dynamic document and may be subject to review and development in line with the evolving needs of the school.

Staff members name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_