



PARK HALL ACADEMY



JOB DESCRIPTION – PERSONAL ASSISTANT

- To act as first line contact for the Executive Headteacher, using discretion and tact to ensure telephone callers and visitors receive a professional response, and are dealt with by the appropriate person
- To generate an environment of efficiency and provide a warm welcome at all times.
- To liaise with members of the academic and support staff as appropriate.
- To organise the day to day time management of the Executive Headteacher
- To show absolute confidentiality and discretion at all times
- To cover routine events or emergencies with efficiency, confidence and style
- To assist the Executive Headteacher in maintaining a smooth running and efficient Executive Headteacher's office by dealing with all administrative functions, anticipating, and scheduling regular events and meetings.
- Liaise with the Executive Headteacher daily regarding the events of the day and follow up resultant actions
- Organise the Executive Headteacher's diary and arrange appointments as and when convenient
- Liaise with CEO's PA as and when required
- Liaise with the Executive Headteacher regarding the weekly diary and sort out any ensuing issues ready for staff perusal
- Filter telephone calls before passing them to the Executive Headteacher, if it is deemed necessary
- Make any telephone calls as requested by the Executive Headteacher and follow up any resultant actions
- To work with school leaders to implement H.R policies and practices to ensure the smooth running of all personnel issues
- To play a lead role in managing Payroll as required
- Make refreshments for the Executive Headteacher and/or visitors as and when reasonably required
- To draft correspondence, and other documentation to the Executive Headteacher's specification
- To deal with electronic mail, both incoming and outgoing, in a secure manner
- Ensure that papers are given to the Executive Headteacher for the next day's meetings and that any instructions/directions are obtained prior to the meeting
- Send any correspondence, as required by the Executive Headteacher, to staff
- Undertake project/research work as required
- Send any documentation as and when required to Governors
- Ensure that any information required for Governor Meetings is available and ready for the Executive Headteacher and the attendant Governors
- Word Processing and use of Office
- Take minutes and proof read materials as appropriate
- To assist in dealing with complex enquiries or difficult visitors to the school
- To undertake filing and admin if required



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- Comply with all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Executive Headteacher
- Attend relevant training and take responsibility for own development
- Attend relevant school meetings as requested by the Executive Headteacher
- Attend relevant training/school meetings as requested by the Executive Headteacher.

General

- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- 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 post holder may be required by the Executive Headteacher to carry out appropriate duties within the context of the job, skills and grade