



# Alder Community High School

Mottram Old Road | Gee Cross | Hyde | Cheshire | SK14 5NJ

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Headteacher: Mrs M Critchlow BA (Hons) NPQH

|                         |                                                                                                                                           |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| Job title               | Personal Assistant to the Headteacher                                                                                                     |
| Grade                   | F (SCP 17-22)                                                                                                                             |
| Contract                | 36 hours per week, Term Time Only + 5 additional days                                                                                     |
| Working pattern         | Monday – Thursday 8:00am-4:00pm. Friday 8:00am- 3:45pm with some flexibility required for evening meetings and school events as required. |
| Actual salary           | £27, 229 - £29, 579                                                                                                                       |
| Responsible to          | Headteacher and Business Managers                                                                                                         |
| Direct Involvement with | Senior Leadership Team, Governing Body, teaching, and support staff                                                                       |

## Core Purpose

To provide a confidential, efficient, and comprehensive support service to the Headteacher.

To support the operational administrative HR function ensuring compliance with school policies, employment legislation and ensure best practice is provided.

To work sensitively and positively with staff parents/carers, students, and key stakeholders and to carry out other associated duties reasonably assigned by the Headteacher and/or Business Manager.

To work flexibly to meet the demands of various tasks, variation in workload, and deadlines.

To manage all arrangements for planned absences and support the Business Manager with the cover systems (SIMS and SAM people) in accordance with the school's processes and procedures.

## Job Description

### **Personal Assistant:**

- Responsible for confidential secretarial and administration duties relating to all aspects of Headteacher's work including management of diaries; correspondence and telephone calls; ensuring the Headteacher is briefed for all meetings with relevant materials.
- Complete confidential record keeping for the Headteacher.
- To minute the Headteacher's confidential meetings.
- Responsible for maintaining the Headteacher's diary of appointments – organisation of meetings, paperwork and follow up actions.
- To deal with incoming telephone calls to the Head teacher, judging priorities and actioning enquiries, drawing the attention of the Headteacher to immediate and less urgent matters. To manage more routine enquiries personally with reference to the Headteacher only where necessary.
- Maintain accurate records of senior leadership team (SLT) meetings, distributing an agenda, preparing, and issuing minutes and other relevant documentation as required.
- Production of executive reports for Governors' meetings.
- Responsible for the upkeep and administration surrounding school policies and principles, advising the headteacher/SLT when they are due for review and/or due to be updated due to changes in legislation/guidance.

- Record all suspensions and exclusions on the MIS in an accurate and timely manner.
- Liaise with school leaders to coordinate the collation of exclusion paperwork and ensure distribution to all parties within statutory timescales.
- Liaise with school leaders to produce suspension letters for the Headteacher to provide parents with accurate and timely information in line with statutory requirements.
- To maintain and update the school website with changes to governors, staff, news, and policies.
- Update and maintain the whole school calendar ensuring all stakeholders are provided with accurate information relating to school activities.
- Regularly update the staff SharePoint site including liaising with colleagues to produce the Week Ahead bulletin
- To initiate school term and holiday patterns.
- To maintain and oversee guests lists for school events.
- Liaise as required with governors, the Local Authority, staff, students, and parents/carers on behalf of the headteacher.
- Liaise with professional bodies, outside agencies, other schools, and attend to queries as required by the Headteacher.
- Facilitating interviews.
- Arranging hospitality for visitors to the school and managing the staffroom environment.
- Oversee the Critical Incident Plan and ensure that contact numbers and communication tree is kept up to date.
- To arrange Parent and Staff Governor nominations and elections as required.
- Produce reports from Sims etc. as required.
- Ad hoc minute taking as required.
- Coordinate events e.g.: residential training, awards evening, open evening etc.
- Cover reception as required

#### **Planned Absence Management:**

- To follow and promote agreed procedures for receiving, recording, and acting on notification of planned and short-notice unplanned absence.
- To provide induction for supply teachers, ensuring they are provided with all necessary information to apply School policies and procedures.
- To ensure accurate record keeping and reporting on absence cover on a weekly / monthly basis, including provision of information required for payroll.
- To ensure robust arrangements for meeting all statutory requirements for vetting checks of supply staff are in place, maintaining the Single Central Record of supply / agency staff, ensuring all contact details are current.
- To assist in re-rooming any lessons that need moving due to a variety of events including exams, building works, performances etc.
- Carry out initial return to work meetings with all staff after a period of absence in accordance with the Managing attendance Policy.
- Identify where triggers have been hit for short term / repeated absence, produce letters and arrange meeting between the staff member and School Business Manager

#### **Other Duties:**

- To maintain and update governor and staff users on external information systems.
- Undertake other duties related to the school's work appropriate to the post as assigned by the Headteacher and/or Business Managers.
- Any other duties assigned by the Headteacher and/or the Business Managers within the remit of the pay grade.

**Support for the school**

To carry out such duties which reasonably correspond with the general character of the post and are commensurate with its level of responsibility

- Liaise with other agencies as agreed and appropriate.
- Attend and participate in all meetings relevant to the role
- Support enrichment and extra-curricular activities as required.
- Attend meetings as appropriate.
- To support educational visits where necessary.
- Be aware of and comply with policies and procedures relating to child protection, equality of access, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to a positive ethos within the school. Alder Community High School and participate in training as required.
- To carry out supervision duties as required,
- Administering First Aid and reporting of incidents/accidents (First Aid at Work).

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.