

Al-Noor Primary School (VA)

619-629 Green Lane, Goodmayes, Ilford, Essex, IG3 9RP
Tel: 020 8597 7576, Email: recruitment@al-noorprimary.co.uk, Website: al-noor.co.uk/va

JOB DESCRIPTION: PERSONAL ASSISTANT TO THE HEADTEACHER (maternity cover, 6 months to 1 year)

Al-Noor Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Full vetting checks, including references prior to interview and a DBS check, will be undertaken.

HOURS: 20 hrs VA School across 5 days
[& 6 hrs Independent School]

START DATE: Maternity cover, expected
21/02/22

SALARY: LBR6 sp18 VA [& o.a.
Independent School]

TO WHOM RESPONSIBLE:
Headteacher

PURPOSE OF ROLE

To support the administrative workload of the headteacher.

MAIN DUTIES AND RESPONSIBILITIES

- Provide an efficient and confidential, administrative and secretarial service to the Headteacher.
- Uphold and demonstrate explicitly the vision, values and aims of the school and to actively contribute to their development.
- Be the point of contact for the headteacher in her absence and/or at her request, whether in person or via phone or email, dealing with parents, agencies, third parties and visitors who arrive without appointments.
- Work alongside all other staff to promote appropriate professional behaviours and a positive ethos within the school.
- Support the coordination of the headteacher's diary, organise meetings/trainings, as required.
- Note and coordinate the headteacher's follow-up actions at the end of key meetings and from correspondence.
- Arrange Performance Management meetings and provide administrative support to performance management cyclical processes, such as typing up and filing notes of meetings/appraisals.
- Maintain and devise office systems, including data management and filing.
- File all key documents in the headteacher's office and staff personnel files.
- Draft memorandums, letters and reports for the headteacher's approval.
- Write minutes as required.
- Administer and file routine staff declarations and as required.
- Assist the headteacher in maintaining staff well-being by obtaining gifts/vouchers within the agreed budget.
- Support efforts to raise parental awareness about voluntary donations, dealing with any queries from parents and processing standing order forms as necessary.
- Send out surveys to parents and collate information for analysis and review by SLT.
- Support the administration of parent governor recruitment when required following the appropriate protocols.
- Carry out background research on any speakers organised to speak to pupils and complete all paperwork in line with school policy.
- Draft and send out the weekly school bulletins (to parents and staff).

- Maintain the school's external communications on the school website and social media accounts.
- Maintain and log all statutory staff training including safeguarding
- Prepare information for external agencies if and when required e.g. school inspectors.
- Draft and/or review policies according to the school's needs and in line with any statutory requirements.
- Update the parental handbook and school prospectus annually, ready for new and prospective parents.
- Ensure all new staff are inducted and have completed and signed all paperwork, including completion of Safeguarding and other courses.
- Support the school counsellor in ensuring children who are referred for counselling go through the correct process to commence sessions, supporting the counsellor through the process and offering support as required.
- Liaise with the uniform supplier to set up regular sales at the school and ensuring a good service is maintained.
- Greet guests for the headteacher, setting up refreshments and tidying away afterwards, as required.
- Support the office when required in providing an efficient, professional and friendly front line service for staff, parents, pupils and visitors
- Deal with any urgent requests or additional tasks/duties as per the headteacher's request.

OTHER RESPONSIBILITIES

- To participate in the school's performance management scheme, ensuring that performance standards and targets are set and met within the agreed time scale.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Note

In order to deliver services effectively, a degree of flexibility is needed; you may be required to perform work, undertake tasks or take on responsibilities not specified above but is commensurate with the level of the post. In addition you might have to take on additional tasks to fulfill the purpose of your roles as the main duties and responsibilities of the post are set out above but each individual task to be undertaken has not been identified. Such duties will fall within the scope of the post.

The work of schools changes and develops continuously which in turn requires staff to adapt and adjust. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with any relevant school improvement priorities set from time to time or in response to changing regulations. Any major Changes will involve discussion and consultation with you.

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PERSON SPECIFICATION: PERSONAL ASSISTANT TO THE HEADTEACHER

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Personal Example

- You are an excellent role model for staff and pupils alike, in terms of your character, behaviour and manners as well as in your enthusiasm for learning.
- You value spirituality, emotional development, morality, integrity, honesty, generosity, making positive contributions to society and working continuously for improvement.

Qualifications and Experience

- You hold a minimum of level 2 or equivalent qualifications in English and Mathematics.
- You hold further qualifications of a relevant nature at level 3 and preferably higher.
- You have experience of administration systems.
- You preferably have experience of working as a Personal Assistant.
- You preferably have experience of school administration.
- You preferably have experience of school management.

Professional Attributes

- You support the school's vision, aims and values with vigour.
- You believe that excellent schools play a significant role in nurturing children to achieve highly.
- You have a strong work ethic and understand the importance of your role in supporting the headteacher and school to ensure children achieve the very best outcomes.
- You relate well to children and adults alike.
- You are professional, positive, energetic and enthusiastic.
- You carry out your duties in a professional manner at all times.
- You have excellent English and maths skills.
- You have excellent verbal, face to face and PR communication skills.
- You are supportive to other staff members.
- You take instructions and feedback well.
- You are collegiate and empathetic.
- You have a proactive approach to continually learning and developing yourself to improve your professional practice.
- You set a good example in terms of dress, punctuality and attendance.
- You are proactive and use your initiative in matters that support the administrative workload of the headteacher and school.
- You are committed to the safeguarding of children and to promoting their wellbeing.

Knowledge and Understanding

- You have a working knowledge of the role of and the skills expected from administrative staff and personal assistants.
- You have high expectations for your work.
- You are able to make reliable judgments on your own work and on the work of others.
- You are aware of the roles, tasks undertaken in school administration and the high professional standards expected in them.
- You have a good understanding of school accountability to the Governing Body, parents, the local authority, Ofsted and the DfE.
- You have a good understanding of parental perspectives.
- You have a good understanding about child development and education.
- You have excellent analytical and IT skills and are innovative.
- You can use the equipment and technology used in school administration confidently to maximise efficiency and achieve expected outcomes e.g. computers, photocopiers, online apps and so on.
- You are familiar with relevant legislation as well as statutory and non-statutory guidance and know how to access these, refer to them in your work and keep abreast of updates.
- You understand the skills underpinning the effective management of resources and people.
- You understand the skills underpinning effective communication with parents, pupils, staff members, suppliers and visitors.
- You work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- You have the ability to self-evaluate your learning needs and actively seek learning opportunities and are actively committed to your professional development.