



HEAD'S PERSONAL ASSISTANT

DRAFT JOB DESCRIPTION

Accountable to: The Head of Windermere School

1 PRIMARY PURPOSE

- 1.1 To support the Head to be effective in leading and managing all aspects of Windermere School to impact on the School's Vision, Aims and Mission.
- 1.2 To assist the Head in the smooth running of the School.
- 1.3 To act as an ambassador for both the School and the Head in all matters.
- 1.4 To maintain discretion and confidentiality in dealing with issues on the Head's behalf.

2 SECONDARY PURPOSE

- 2.1 To assist the general running of the School/Head's Office.

3 RESPONSIBILITIES

- 3.1 To attend to incoming matters addressed to the Head of any nature by email, correspondence, telephone call or personal visit, referring matters to the Head or delegating action as appropriate to others.
- 3.2 To present to the Head all unresolved matters arising from the above, together with any relevant former papers.
- 3.3 To handle all correspondence originated by the Head, typing, duplicating, distributing and positing it as necessary; to make telephone calls and pass messages to school staff where necessary.
- 3.4 To produce manuscript and statistical working papers for the Head as required.
- 3.5 To organise and maintain the Head's diary and make appointments as required.
- 3.6 To maintain the Head's files.
- 3.7 To contribute to ensuring that there is economic use of telephones, stationery, photocopying and stamps.
- 3.8 To act as the receptionist for the Head, welcoming visitors (including meeting parents, Governors, friends and Stannites) and providing refreshments as appropriate, accepting telephone calls, answering queries (on topics within knowledge), passing other queries on to other members of the staff, collating messages.
- 3.9 To deal with queries, especially in the absence of the Head, and decide how to deal with the query, consulting with the Deputy Heads and other members of SLT as appropriate.
- 3.10 To produce high quality school documents as required.
- 3.11 To oversee the effectiveness of the School Office, its integration with the rest of the School, the support given to other departments and the relationship with parents, Governors, Friends, Stannites and students.
- 3.12 To act as the Senior Secretary in the School and Line Manager to the School Secretary, Receptionists and Central Register Assistant, overseeing the liaison between all the relevant staff and arranging, when necessary, duty rotas.
- 3.13 To support the School Leadership Team as required.

- 3.14 Oversee and deal with parental queries, especially complaints, deciding what action needs to be taken and by whom.
- 3.15 Keep an updated and detailed complaints log to include all action taken.
- 3.16 Ensure all written correspondence reflects the ethos of the School in its tone and is as error free as possible.
- 3.17 Deal quickly and calmly with any emergencies.
- 3.18 To act on other tasks for the Head in such a way as to help the smooth and efficient running of his Office.

Staff Appointments and Personnel

- 3.19 In liaison with the Head, and together with the Central Register Assistant, prepare advertisements, advertise vacancies, prepare and send out job details, carry out employment checks, obtain references and arrange and manage interviews. Distribute appropriate information to selection panels. Pass all relevant paperwork to the Finance Office when an appointment is made.
- 3.20 Prepare Contracts for Academic Staff and Visiting Music Teachers and ensure all contracts and staff files are as up to date as possible. Assist the School Business Manager with Support Staff Contracts as required.
- 3.21 Together with the Central Register Assistant, keep all the Academic Staff personnel files, including DBS checks and Job Descriptions up to date.
- 3.22 Oversee the School's Central Register and ensure it is fully compliant at all times.

Other Duties and Responsibilities

- 3.23 Maintain an up-to-date knowledge and understanding of relevant school policies and national regulations relevant to the post.
- 3.24 To organise and attend meetings, taking notes as required.
- 3.25 To circulate papers for Governors' meetings as required.
- 3.26 To ensure or provide cover for Reception as and when necessary.
- 3.27 To assist with the completion of any annual returns and preparation for Inspection as required, including updating relevant sections of the ISI Portal as appropriate.
- 3.28 To invite guests and parents to Prize Day as required.
- 3.29 Carry out any other duties as directed by the Head commensurate with the general level of responsibility of the post.
- 3.30 This Job Description is current at the date shown but, in consultation with the post holder, may be changed by the Head.

4 SAFEGUARDING RESPONSIBILITIES FOR ALL STAFF

- 4.1 The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the Headmaster, Safeguarding Governor, or Local Authority Designated Officer on any matter which the DSL considers cannot be properly dealt with internally.

This is a working document and will be subject to review.

Windermere School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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1 September 2020