



Holy Trinity CE (A) Primary School

JOB DESCRIPTION

Post title	Personal Assistant to the Headteacher / Inclusion Manager support
Responsible to	Headteacher / School Business & Office Manager
Salary	NJC Grade 3.3 pro rata. Term time only plus INSET days.
Main Purpose of the Job	<ul style="list-style-type: none"> • To provide an efficient and effective PA and administration service to the Headteacher & Inclusion Manager. • To ensure that the Headteacher is supported in all administrative aspects of her role • To support and promote the school's ethos and its objectives, policies and procedures.

<p>Duties and Responsibilities</p>	<p>Administration for the Headteacher / Inclusion Manager</p> <p>Personal Assistant</p> <ul style="list-style-type: none"> • Provide a confidential PA service to the Headteacher. • Assist the Headteacher /Inclusion Manager/ SBOM with projects/presentations they may be creating. • Comprehensive minute-taking across a wide range of meetings • Support Inclusion Manager with updating records etc. <p>Communication</p> <ul style="list-style-type: none"> • Coordinate & write a monthly school newsletter <p>Raise profile of the school on social media</p> <ul style="list-style-type: none"> • To communicate with staff, parents and students on behalf of the Headteacher • Handle all confidential correspondence with discretion. • Liaise with Governors, the Diocese, HET, staff (teaching and support), pupils and parents/carers, as required by the Headteacher. • Liaise with professional bodies, outside agencies, other schools, and attend to queries, as required by the Headteacher. • Act as the point of contact for the PTA / HET • Update the website including photographs, information according to statutory guidelines etc. • Communicate school news and developments and LA/DfE correspondence to Governors. • Use BROMCOM to create reports <p>Production of documents</p> <ul style="list-style-type: none"> • Provide efficient day-to-day PA and secretarial support for the Headteacher, including confidential secretarial assistance, the preparation of reports, agendas, minutes, correspondence, spreadsheets, databases, presentations, posters and advertisements, together with regular accurate paper and electronic filing. • Manage the preparation and presentation of whole-school documentation for third party inspections.
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	<p>Maintenance of systems</p> <ul style="list-style-type: none"> • Maintain the Inclusion Manager’s filing system. • Ensure that policies are kept up-to-date and that they are made available to staff and/or parents as required. • Manage the Complaints Policy and process, ensuring all complaints by parents/pupils are dealt with quickly and efficiently following school procedures, keeping an up-to-date record of investigations, actions and responses. <p>Human Resources</p> <ul style="list-style-type: none"> • To assist the School Business Manager and the Headteacher with the recruitment process as and when required including advertising posts, collating applications and preparing all documentation for interviews. • Provide assistance with investigations into allegations or complaints as necessary, e.g. minute taking. <p>Attendance</p> <ul style="list-style-type: none"> • Alert the Headteacher to persistent absentees & children who have three broken weeks. • Write letters etc. to parents of persistent absentees • Create termly attendance analysis <p>Miscellaneous</p> <ul style="list-style-type: none"> • Be committed to safeguarding and promoting the welfare of young people and following the Safeguarding Policy of the school. • Perform other such duties as reasonably correspond to the general character of the post. • To attend training and INSET as required and appropriate for the various aspects of the post.
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This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Holy Trinity CE (A) Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.