



## **JOB DESCRIPTION**

POST TITLE: Personal Assistant to the Headteacher  
GRADE: Grade 6  
ACCOUNTABLE TO: Headteacher

### **PURPOSE OF THE JOB**

To provide secretarial and administrative support to the Headteacher

### **KEY ACCOUNTABILITIES**

1. To provide a full secretarial service to the Headteacher, including:
  - a. Word processing a range of correspondence and other documents, some of which may be confidential
  - b. Maintaining the Headteacher's diary and arranging appointments
  - c. Managing the Headteacher's incoming and outgoing mail and email
  - d. Attending meetings and producing minutes as required
2. To carry out general administrative duties, including filing, photocopying and record keeping;
3. To provide the first point of contact for enquiries to the Headteacher, whether in person, by phone or by email and to deal with straightforward issues on the Headteacher's behalf;
4. To welcome the Headteacher's guests and visitors and to provide hospitality;
5. To provide a confidential administrative support service to members of the Leadership Team as required;
6. To liaise with a variety of agencies and organisations, as required, on behalf of the Headteacher or members of the Leadership team;
7. To be the point of contact for press enquiries and any general information requests about the school.



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### **Supporting the school**

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

### **OTHER DUTIES:**

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.