

## **JOB DESCRIPTION – PA to the Heads of School**

<b>JOB TITLE:</b>	PA to Heads of School
<b>SALARY:</b>	£25,000 to £32,320 depending on qualifications and experience
<b>BENEFITS:</b>	Employers pension contribution - 3, 4 or 5% matching equivalent employee contribution. Available after 3 months in post. Season ticket or bicycle purchase loan scheme. Childcare voucher scheme. Perkbox reward scheme.
<b>HOURS:</b>	Monday to Friday 8.30am to 5.00pm. You will also be required to stay later to minute Governing Body meetings, manage parent/teacher evenings, or oversee a school or fundraising event.
<b>HOLIDAYS:</b>	25 days, to be taken during school holidays, plus bank holidays
<b>REPORTS TO:</b>	Head of Lower School and Head of Upper School
<b>LOCATION:</b>	48 North Side, Wandsworth Common, London, SW18 2SL with flexibility to work at our Primary School 305 Garratt Lane, London, SW18 4EQ if needed.
<b>PROBATIONARY PERIOD:</b>	6 months
<b>NOTICE PERIOD:</b>	6 weeks both ways

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### **JOB SUMMARY**

- To be a Personal Assistant to the Heads of Services and perform all necessary tasks requested by the Heads of School. To undertake a full range of secretarial and administrative duties for the Heads of School and to ensure the efficient and effective running of their daily business. To be line manager to both the Upper and Lower School Administrators.
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## Main Duties and Responsibilities

### Personal Assistant to the Heads of School

- Act as a first point of contact within the school for staff, trustees, governors, local authorities, parents and others seeking contact with the Heads of Services.
- To assist the Heads of School in organising their administrative workload. Liaising with the Heads of School regarding the events of the day and following up resultant actions.
- Maintain complex diary management the Heads of School, arranging appointments and meetings as appropriate and ensuring that they are adequately briefed and have all relevant papers to be discussed.
- Make necessary travel arrangements for the Heads of School.
- Assemble and prepare papers required by the Heads of School to attend meetings, prepare reports, or reply to requests for information.
- Ensure that papers are given to the Heads of School for the next day's meetings and that any instructions/directions are obtained prior to the meeting.
- Ensure the maintenance of clear and effective filing, records and other systems and to keep them updated.
- Arrange a variety of weekly meetings and when required, take accurate notes. Ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.
- Sort and prioritise incoming post and filter telephone calls before passing them to the Heads of School and wider Senior Leadership Team, if it is deemed necessary.
- To draft correspondence and other documentation to the Heads of Schools' specification.
- Make any telephone calls as requested by the Heads of School and follow up any resultant actions
- To deal with electronic mail, both incoming and outgoing, in a secure manner.
- Support the Senior Leadership Team in the organisation and detailed planning of special events, such as parent/teacher meetings.
- Organise workload and prioritise on a daily basis using own initiative and knowledge of the work with minimum supervision from the Heads of School
- Maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils. Respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.

### Clerk to the Board of Governors

- Undertake the role of Clerk to the Board of Governors, assisting in the preparation and distribution of the agenda and papers required for Governing Body meetings. To attend and to take accurate minutes of Governing Body meetings and the meetings of the Governor sub committees. NB: Full Governing Body meetings are held from 6.30pm to 8.30pm, 4 times per year. Subcommittee meetings are held 6 times a year.

### Other duties

- To assist in dealing with complex enquiries or difficult visitors to the school.

- To undertake word processing, electronic communication, filing, faxing, photocopying work and to take accurate minutes of meetings as required.
- Comply with all school policies and procedures, particularly those relating to safeguarding and child protection, equality and diversity, health and safety, behaviour and data protection, reporting concerns to the Heads of School or Designated Safeguarding Lead.
- Attend relevant training and take responsibility for own development.
- Attend relevant school meetings as requested by the Heads of School.
- Attend relevant training/school meetings as requested by the Heads of School.
- Attend occasional evening fundraising events and other school events as required.
- Work closely with all teaching staff and provide any reminders regarding the daily routine and ensure that all relevant staff know any important details.
- Undertake the role of coordinator for the Jack Petchey scheme.
- Undertake training to become a Qualified First-Aider and Fire Warden.
- Work closely with the Designated Safeguarding Team in the recording of Safeguarding and Child Protection concerns, filling relevant paperwork safely and securely. Organise Child Protection Supervision meetings and take accurate minutes, circulating in a timely manner and following up resultant actions with those responsible.
- Communicate with Local Authorities, outside agencies, parents, carers and the local community and to make contact with any other individuals who have business with the school.
- Undertake project/research work as required.

## Organising events and trips

- Work closely with Class Leaders in organising school trips and visits, organising the drafting and distribution of letters and other correspondence with parents and carers. Organising the annual student residential trip, booking transport and accommodation.
- Take a lead in organising larger scale staff events, including the annual BeyondAutism team building day and staff Christmas party.

## General Responsibilities

- To understand, adhere to and actively implement all the policies and procedures of BeyondAutism and Rainbow School.
- To safeguard young people and vulnerable adults at all times.
- To undertake training as required.
- To act in accordance with data protection and confidentiality requirements
- To undertake additional tasks as directed by the Heads of Services.

## Additional Training Provided

Over and above general on-the-job training the successful applicant will also be required to train for the following key roles and areas of responsibility:

- ABA in-house basic training
- First Aid Officer
- Fire Warden