

JOB DESCRIPTION

Personal Assistant

JOB TITLE:	Personal Assistant to the Heads of School
SALARY:	O6-O10 (£28,980-£32,620)
BENEFITS:	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.
HOURS:	Monday to Friday 8.30am to 5.00pm. You may also be required to stay later to manage parent/teacher evenings or oversee a school or fundraising event.
HOLIDAYS:	25 days, to be taken during school holidays, plus bank holidays
REPORTS TO:	Heads of School
LOCATION:	Park House School, Tram House School and Charity office (currently based at The Foundry, 17 Oval Way, London, SE11 5RR)
PROBATIONARY PERIOD:	6 months
NOTICE PERIOD:	6 weeks both ways

JOB SUMMARY

- To be a Personal Assistant to the Executive Head Teacher and Heads of School, to perform all necessary tasks requested by the Executive Leadership Team (ELT). To undertake a full range of secretarial and administrative duties for the ELT and to ensure the efficient and effective running of their daily business. To be line manager to both the school's Administrators and Admissions Officer.
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Main Duties and Responsibilities

- Act as a first point of contact within the school for staff, trustees, governors, local authorities, parents and others seeking contact with the ELT.
- To assist the ELT in organising their administrative workload. Liaising with the ELT regarding the events of the day and following up resultant actions.
- Maintain complex diary management for the ELT, 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 ELT.
- Assemble and prepare papers required by the ELT to attend meetings, prepare reports, or reply to requests for information.
- Ensure that papers are given to the ELT 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 ELT and wider Senior Leadership Team, if it is deemed necessary.
- To draft correspondence and other documentation to the ELT's specification.
- Make any telephone calls as requested by the ELT 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 ELT.
- 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.
- To monitor spending and corresponding budgets through Xero, monitoring of admin teams and working closely with the central finance team.

School Administration:

- Work with the Heads of School to arrange recruitment plans
- Ensure accurate records of vacancies within the school are kept and shared with the recruitment team weekly
- Work with the HR Team, providing relevant information to ensure the Single Central Record is compliant

- Assist in keeping employee records on IRIS up to date
- Help supervise the school receptionists

Other duties

- To assist in dealing with complex enquiries or difficult visitors to the school.
- To undertake word processing, electronic communication, filing, 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 ELT or Designated Safeguarding Lead.
- Attend relevant training and take responsibility for own development.
- Attend relevant school meetings as requested by the ELT.
- Attend relevant training/school meetings as requested by the ELT.
- 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.
- 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 teams 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.
- To liaise with SLT in order to compile, plan and update the whole school calendar and the yearly planner.

General Responsibilities

- To understand, adhere to and actively implement all the policies and procedures of BeyondAutism and BeyondAutism Schools.
- 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 ELT.

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