

## Job Description Support Staff

Role:	Executive Assistant
School:	Beckfoot Heaton Primary School & Nursery
Salary/Grade:	S01
Reporting to:	Head of School / Headteacher

### Core Purpose of the Post:

The Executive Assistant to the Headteacher / Head of School, will work closely with the Senior Leadership Team and the Executive Head Teachers to ensure the Schools' work runs efficiently and supports students to achieve top 10% outcomes in a remarkable learning environment.

Specifically taking responsibility for:

1. PA to the Headteacher / Head of School
2. Provide support to the Executive Headteachers
3. Line management of designated staff within school
4. Interface with the Cluster Business manager

The Executive Assistant is accountable to the Headteacher / Head of school.

You may from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

- Will contribute to the overall ethos/work/aims of the School and the Trust.
- Will appreciate and support the role of other professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.
- Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.

### Main Duties and responsibilities:

Act as PA to the Headteacher/Head of School and Executive Headteacher including:

- Diary management, including the preparation of supporting documentation
- Clerk for meetings, including Senior leadership Team and Local School's Committee
- Screening emails within agreed parameters
- Visitor management
- Ensuring Headteacher / Head of School is alerted to the presence of all visitors on site, both pre-planned and unplanned

Provide administrative support to the Headteacher / Head of School and Executive Headteacher. This may include:

- Filing
- Photocopying
- Correspondence
- Other ad hoc project work

Line management of designated staff to co-ordinate an efficient service. Act as a central point of contact where needed, liaising with Cluster Business Manager on all business support related matters.

Take responsibility for corporate administration.

- Co-ordinating all diary activity linked to the school calendar and associated events management

- Corporate record keeping including keeping up to date Get Information for Schools, IDAMS and the School Website
- Oversee staff absence cover (both teaching and non teaching) and provide support as required (including undertaking the work in the case of allocated staff absence)
- Work within an agreed budget, co-ordinate its use and ensure it delivers value for money
- Meeting planning and preparation
- Attend meetings and where requested provide a clerking/notetaking service
- Effective management of the school's communication including (not exclusive to) website, social media, head of School blog, calendar
- Marketing, including overseeing prospectus
- Senior Leadership Declarations of Pecuniary Interests

Maintain an effective documentation library for the Headteacher / Head of School including:

- Organisation of documentation required by Ofsted
- Organisation of shared ICT records
- Local School committee (LSC) records and documentation
- Key documents described in the School's Strategy

Take responsibility for LSC administration including:

- LSC Member liaison
- LSC Calendar of Meetings
- LSC Declarations of Pecuniary Interests
- Local School Committee minutes and clerking liaison

Take responsibility by acting as a member of the Senior Leadership Team:

- Contribute to the shared responsibilities of the Senior Leadership Team, representing the school at Local School events or other meetings, conferences or events.
- Advise the Cluster Business Manager on all business support related matters.

## Supervision and range of decision making:

- You will be expected to make decisions autonomously and exercise considerable initiative in performing delegated duties, dealing with all complex issues as and when arises; including those outside of established policies and procedures.
- You will always have regard to the rules and regulations that govern the financial and corporate compliance requirements of a public sector organisation. You will ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust

## Communications and working with others:

- To communicate with Headteacher / Head of School and Executive Headteacher and trust and school staff at all levels. Externally to communicate with school stakeholders including families, suppliers and other schools at all levels. As necessary to work with educational agencies including CBMDC, DfE, ESFA and Ofsted, professional advisors and regulatory bodies including HSE and ICO and Professional Associations.

## Resources:

- Operate relevant equipment/complex ICT packages
- Manage and maintain storage of files, stock and supplies within an agreed budget, cataloguing resources and undertaking audits as required
- Provide general advice and guidance to staff, students and others.

<b>Professional development:</b>	
<ul style="list-style-type: none"> <li>To participate in training opportunities and professional development as required</li> </ul>	
<b>Other Considerations:</b>	
<b>Safeguarding:</b> No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).	
<b>Advanced Threshold Fluency Duty Required:</b> In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can: <ul style="list-style-type: none"> <li>Express themselves fluently and spontaneously at length effortlessly.</li> <li>Explain difficult concepts simply without hindering the natural smooth flow of language.</li> <li>Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school.</li> </ul>	
<b>Notes:</b> This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade and is not a comprehensive list of all the duties and responsibilities of the post. Successful postholders should not refuse to undertake work, which is not specified on this form and the job description may be amended at any time in consultation with the postholder. Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment. The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition	
<b>Date:</b>	May 2022

## Person Specification – PA to Headteacher and the leadership Team

<b>Role:</b>	Executive Assistant to Headteacher and Executive Headteacher	
	<b>Essential Requirements</b>	How Identified
<b>Qualifications</b>	GCSE (A-C) English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 4.	Application
<b>Experience</b>	<p>Experience of using Microsoft Office including the management of electronic diary systems</p> <p>Experience of supporting in-house events, conferences, meetings and be an effective note taking</p> <p>Experience of collating, preparing and producing reports</p> <p>Basic knowledge of schools and how a school is run</p>	Application References Interview
<b>Training</b>	<p>Commitment to own personal and professional development.</p> <p>Evidence of continued professional development</p>	Application Interview
<b>Knowledge, Skills and Ability</b>	<p>Excellent communication skills, with a high level of accuracy whilst paying attention to detail.</p> <p>The ability to set priorities to enable work to be done effectively under pressure and to meet deadlines.</p> <p>Evidence of continuing and relevant professional development.</p> <p>Ability to relate well to children and adults.</p> <p>To be responsible for promoting and safeguarding the welfare of children and young people within the school.</p>	Application Interview
<b>Personal Circumstances</b>	<p>Must be legally entitled to work in the UK (Asylum &amp; Immigration Act 1996)</p> <p>Must have the ability to be flexible and work to the requirements of a busy school</p> <p>Interest in the school's wider role in the community</p>	Application Interview
<b>Disposition and Attitude</b>	<p>A passion for education and a deep-felt desire to make a difference for young people.</p> <p>To possess educational vision underpinned by values</p> <p>To operate in line with the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.</p> <p>Humility: a recognition that the more you know, the less you know! Not being afraid to say 'I don't know'.</p> <p>Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of other's sensitivities; to have personal pride and lead by example.</p> <p>Be happy to get your hands dirty. Don't ask people to do things you wouldn't do yourself.</p> <p>Understand the importance of work/ life balance.</p> <p>Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism.</p> <p>Desire for significant professional development.</p>	Application Interview References
<b>Physical</b>	<p>Resilient</p> <p>Excellent attendance and punctuality.</p>	References Interview

Equality

A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.

Application  
Interview