



Stoke Newington School  
& Sixth Form

## **JOB PACK**

---

**PA TO HEADTEACHER (maternity cover)**



## Contents

---

Job advertisement	pg 4
Job description	pg 5

## Job advertisement

---

### **Personal Assistant to the Headteacher Scale SO2: All year round or Term time + 3 weeks**

#### **For September 2018 maternity cover**

This is an exciting opportunity to contribute to the further development of an excellent inner-city 11-19 school that has received national recognition for the quality of teaching and learning it delivers. We are committed to and renowned for our commitment to inclusive and creative education.

This is an important role for you, for the headteacher and for all our staff, students, parents and our school. The successful candidate will work closely with the headteacher and other senior members of staff at Stoke Newington School to ensure the effective organisation and management of the headteacher's Office. The PA will manage the Headteacher's time, handle all communications, have a clear working knowledge of the organisation and its key personnel, and will be fully conversant with Heriot's aims and objectives. The role of a PA requires diplomacy, discretion, ability to manage a complex and demanding workload, and to remain totally confidential in dealings with various stakeholders.

We expect you to

- have great interpersonal, teamworking skills
- be exceptionally well organised
- be completely trustworthy and discreet
- have strong communication skills - face to face, by telephone and in writing

For a job description please contact Ioannis Mitrokatasis on [recruitment@sns.hackney.sch.uk](mailto:recruitment@sns.hackney.sch.uk) at Stoke Newington School or download details and the application from our website [www.sns.hackney.sch.uk](http://www.sns.hackney.sch.uk).

You are welcome to visit the school at any time before application or interview. Please contact Ioannis to do so.

**Closing date: Monday 25<sup>th</sup> June 2018**

*As an employer we are committed to safeguarding and promoting the welfare of children and young people. A DBS clearance is a statutory requirement for all positions.*

Stoke Newington School. Email: [recruitment@sns.hackney.sch.uk](mailto:recruitment@sns.hackney.sch.uk)  
Tel: 020 7241 9600. Fax: 020 7241 9699



## Job description

---

**TITLE OF POST:** Personal Assistant to the Headteacher

**ALLOWANCE:** Scale SO2 (£32,592- £34,299)

### **FUNCTION OF THE POST**

To be Personal Assistant to the Headteacher and perform all necessary tasks requested by the Headteacher. To undertake a full range of secretarial and administrative duties to the Headteacher and to ensure the efficient and effective running of the Headteacher's office and daily business.

### **MAIN TASKS AND RESPONSIBILITIES**

- Act as a first point of contact within the school for staff, governors, councillors, parents and others seeking contact with the Headteacher.
- To assist the Headteacher in organising his/her administrative workload recommending items to be dealt with in order of priority. To ensure that the Headteacher responds to particular approaches within timescales identified in any agreed priority action list.
- Maintain the diary for the Headteacher, arranging appointments as appropriate, and ensure that s/he is adequately briefed on matters to be discussed.
- To make travel arrangements for the Headteacher and to provide care for his/her visitors, including the provision of refreshments.
- To assemble and prepare papers required by the Headteacher to attend meetings, prepare reports, or reply to requests for information.
- To handle all confidential correspondence with discretion.
- To liaise with Senior Management concerning priorities, deadlines, policies and procedures.
- To liaise with the Director of Resources where necessary.
- To ensure the maintenance of clear and effective filing, records and other systems and to keep them updated. To maintain confidential personnel files for staff as directed by the Headteacher.
- To maintain the staff archive files and produce references when requested.
- To arrange meetings and, when required, take notes. To ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.
- If required, to line manage other staff in the school office
- Sorting and prioritising all incoming post (including emails), dealing with telephone calls for the Headteacher, and other school post not individually addressed. To keep a log of mail received and how dealt with.
- After discussion, to draft, as appropriate, outgoing correspondence and school

documents that are the direct responsibility of the Headteacher.

- To support the Headteacher and other senior managers in the organisation and detailed planning of special events, such as Awards Evening, Achievement Assemblies.
- To assist in matters relating to the organisation of the recruitment of teaching staff, especially senior roles
- Undertake matters relating to the administration of exclusion of students.
- To foster links between the school and the local community.
- To carry out research for the Headteacher / Senior Management as required on the internet.
- To maintain the school's main email account with the Office Manager
- To attend occasional open evenings, prize givings and other school events as required.
- To organise workload and prioritise on a daily basis using own initiative and knowledge of the work, with minimum direct supervision from the Headteacher.
- Deputise for the Business Manager / Bursar in his/her absence.
- Help with students who are ill or unwell.
- To maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils. To respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.
- To communicate with the LEA, outside agencies, parents and the local community and to make contact with any other individuals who have business with the school.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Headteacher.

## **GENERAL REQUIREMENTS**

- The post holder must at all times carry out his/her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with The Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

## Person Specification

Essential    Desirable

### Qualifications

- |   |   |   |
|---|---|---|
| 1. NVQ level 2 in Business Administration or equivalent qualification in related area or equivalent experience.                 | ✓ |   |
| 2. Experience of providing high-level support in a busy, politically sensitive environment.                                     | ✓ |   |
| 3. Experience of using a wide range of office equipment and ICT software, information systems in an administrative environment. | ✓ |   |
| 4. Experience of working in a school  |   | ✓ |
| 5. Experience of working as a Personal Assistant.   |   | ✓ |
| 6. Experience of producing meeting minutes and documents of a high quality.   |   | ✓ |

### Knowledge

- |  |   |
|--|---|
| 7. Knowledge of and commitment to school policies including Child Protection, Health & Safety and Equal Opportunities. | ✓ |
| 8. High level of ICT skills including knowledge of Microsoft Excel, Word, Power Point and Access.                      | ✓ |

### Skills

- |   |   |
|---|---|
| 9. Excellent telephone manner.  | ✓ |
| 10. Self-starter, work on own initiative, strong organisational skills, and good written communications. Ability to establish priorities and meeting agreed targets and deadlines.                            | ✓ |
| 11. Demonstrates a clear commitment to the team approach; exchanging ideas and providing support to colleagues.   | ✓ |
| 12. Ability to build effective working relationships with a wide variety of individuals.  | ✓ |
| 13. Proven high communication skills, oral and written in order to produce detailed reports and memos.  | ✓ |
| 14. Evidence of well-developed interpersonal skills. Ability to communicate effectively both verbal and in writing, negotiating ability and tact to promote good relationships within and outside the school. | ✓ |
| 15. Draws logical and accurate conclusions from sometimes complex information.  | ✓ |
| 16. Embraces responsibility for identifying sound and effective solutions to a variety of different problems.   | ✓ |

- |  |   |
|--|---|
| 17. Experience of managing and organising a senior manager's daily and forward work programme.   | ✓ |
| 18. Ability to act as minute taker as directed by senior managers.   | ✓ |
| 19. Demonstrates an attention to detail and an ability to stick at routine tasks.  | ✓ |
| 20. The ability to set up and develop administrative systems, for checking, monitoring data, budgets, job evaluations etc and the ability to use information technology to a high degree of expertise. | ✓ |
| 21. Ability to ensure the Council's anti-discriminatory strategy and equal opportunities policies are implemented and monitored.   | ✓ |
| 22. Professional demeanour, good inter-personal skills and ability to deal with various members of public and senior management.   | ✓ |