



*Everyone a leader, everyone a learner.*



## Personal Assistant to the Headteacher

**37 hours and Permanent**

**S01: £27,741 – £29,577 Full Time**

**S01: £23,488 – £25,043 Term Time Only  
plus 2 days**

**Required ASAP**

Royds School  
Pennington Lane  
Oulton  
LS26 8EX

0113 205 9559

[www.roydsschool.org](http://www.roydsschool.org)  
[info@roydsschool.org](mailto:info@roydsschool.org)

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# Headteacher's Welcome

Our staff team is our greatest asset; I am incredibly proud of them and the impact that they have on our students. Everyone at Roys is a leader and a learner and we value everyone equally, regardless of the role

I would like to thank you for taking the time to read our application pack, we appreciate that applying for jobs is a time- consuming process. Please get in touch if you have any questions.

## Recruitment Timeline

Closing Date:

4<sup>th</sup> January 2021





## PA to the Headteacher Job Description

<b>Post Title:</b>	Personal Assistant to the Headteacher
<b>Grade:</b>	S01: £27,741 – £29,577 full time S01: £ 23,488 – £25,043 for term time only
<b>Conditions:</b>	Term time only and permanent. Two additional INSET days or equivalent must be worked during the academic year. 37 hours per week which will be 8.00-16.00 (15.30 on Fridays) unless otherwise agreed with the Headteacher.
<b>Accountable to:</b>	Responsible to the Headteacher

### Purpose of the Job

- To provide a comprehensive and fully confidential service to the Headteacher, taking responsibility as the main contact between the Headteacher and all personnel (both within school and externally).
- To ensure efficient administrative to the Headteacher, advising upon such matters as legislation and procedure when required, in order to maximise the effectiveness of leadership and management and the quality of education within the school.
- To lead and manage members of the administration team as directed.

### Values

Our job descriptions and recruitment are structured around the school values. We expect everyone in our school to be a leader and a learner; Royds staff must be life long learners who want to lead and learn and model this for our young people. Our values are integral to day to day life in our school, but also at the heart of our school improvement. We therefore seek individuals who constantly strive to demonstrate the following values:

- Aspiration: Dream Big
- Resilience: Bounce-back-ability
- Respect: Communicate with Kindness
- Initiative: Problem Solving
- Reflection: Never Stop Learning

## Responsibilities/Key Duties

### Support for the Headteacher

- In all matters, to act as the first point of contact with and for the Headteacher demonstrating care, diplomacy, professionalism and courtesy in all communications and interactions.
- To open, prioritise, deal with and distribute all correspondence addressed to the Headteacher or Chair of Governors and deal with any other unspecified school mail as required.
- To manage the Headteacher's diary arranging meetings, appointments venues and hospitality as and when required.
- To attend, facilitate and minute meetings involving the Headteacher (including meetings off site as required) undertaking any follow up action as necessary.
- To produce documentation required by the Headteacher, working to short deadlines, ensuring that all documents are fully and accurately completed.
- To determine and manage the Headteacher's filing and information retrieval system.
- To support the Headteacher by co-ordinating processes for collating information, monitoring and evaluating key strategic documents such as the self-evaluation and the school development plan.
- To play a key role in the organisation of whole school events in liaison with other key staff.
- To liaise with members of the governing body and distribute information as required.
- To access electronic communication including documentation provided through the Local Authority through the Governor portal
- To support the Headteacher planning and implementing all recruitment processes, and in the event of the recruitment being for a Headteacher, work closely with the Chair of Governors.

### Other responsibilities

- To effectively lead and manage members of the administration team working in Reception taking responsibility for the day to day operations and management (including allocation and monitoring of workloads) and strategic performance appraisal.
- Liaise with leaders in Student Services to ensure an effective, efficient and cohesive administration service.
- Lead the administration for staff Leave of Absence and relevant processes and procedures.
- Administration of (but not responsibility for) the maintenance of the single Central Record and all recruitment procedures and safer working practices.
- Responsibility for all initial 'Return to Work' interviews in a well-being and administration capacity to inform the Headteacher/Business Manager of any reasonable adjustments required, necessary referrals or attendance triggers that require action.

- Responsibility for maintaining daily and accurate and up to date fire drill administrative attendance information, to inform the Headteacher/Business Manager of any staff absences in the event of an emergency.
- Carry out administration of the payroll system, HR administration forms and all queries regarding salaries, sickness, maternity/paternity procedures etc.
- Record all staff absence maintaining accurate records to enable data collation and analysis on various specified systems.

## Personal Development and Conduct

- Liaise with relevant members of the staff to providing and efficient service to the school
- Manage and prioritise your own workload in line with service requirements.
- Share corporate responsibility for the implementation of school policies and practices.
- Be a role model for students through personal presentation and professional conduct. To contribute to the ethos of the school, in all areas of contact and responsibility, in relationships with staff and students.
- Establish effective working relationships with professional colleagues.
- Attend and participate in regular meetings, and in training and other activities as required.
- Attend meetings with line managers as required.
- Demonstrate a commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate.
- Ensure promotion and support of Equal Opportunities and Health and Safety.
- Present a positive personal image, contributing to a welcoming school environment.
- Maintain confidentiality inside and outside the school.
- Any other duties as required by the Headteacher.

## Safeguarding

- Ensure appropriate / relevant safeguarding policies and measures for all staff and students are in place and reviewed.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to safeguarding procedures.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person

## Relationships

The post-holder will be required to work flexibly to deliver an efficient service. There will be regular contact with students, colleagues, other members of staff, line managers and internal and external customers.

## Physical Conditions

The post is currently based at Royds School which has access by stairs and is accessible by disabled persons to the ground floor by a portable ramp on request.

The school operates a non-smoking policy.

## Economic Conditions

**Grade:** S01

**Conditions:** NJC Terms and Conditions apply.

## Safeguarding

Royds School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to an enhanced Disclose and Barring Service check and Prohibition List check.

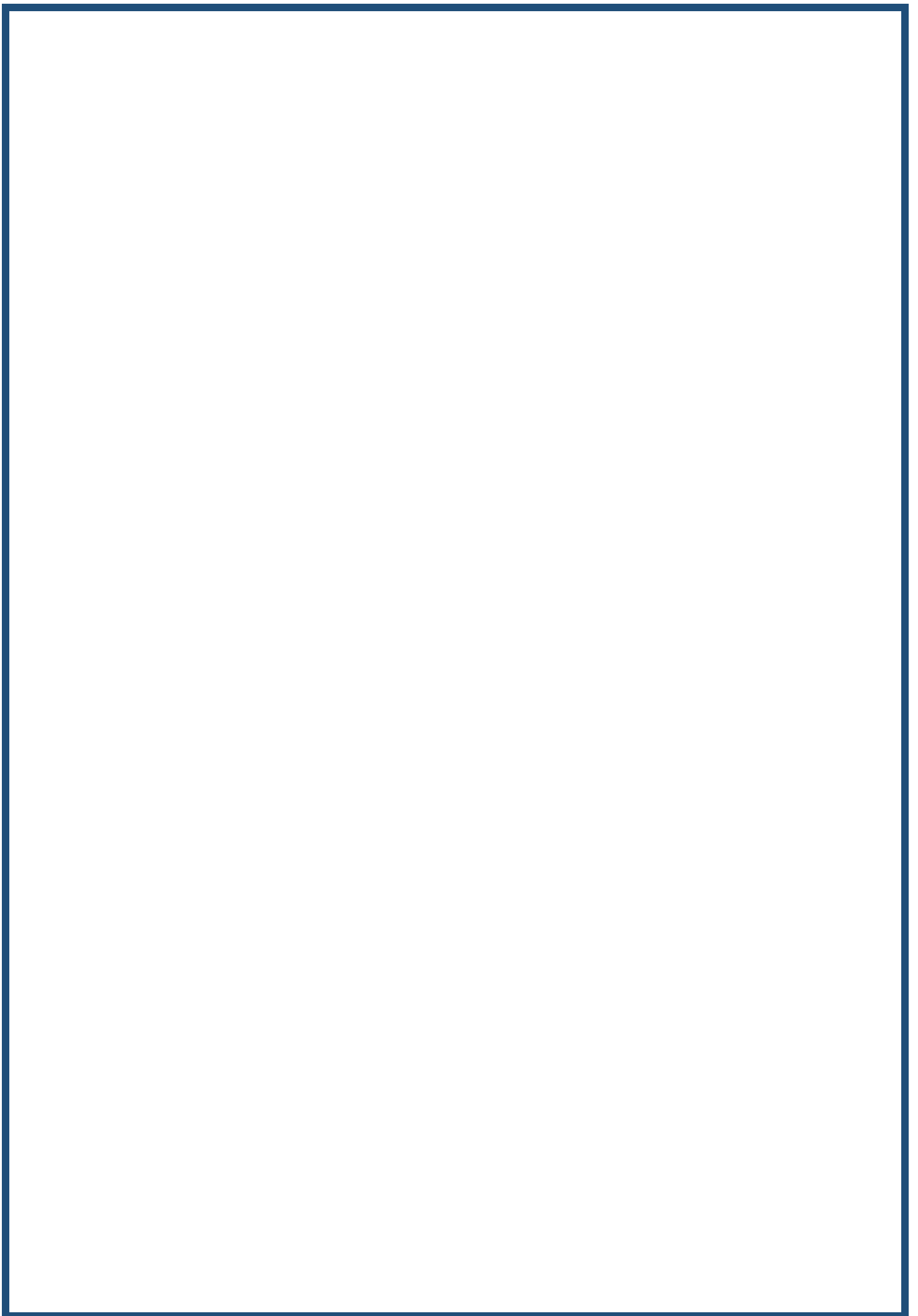
## Prospects

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

The school encourages training both in-house and external to meet the needs of the individual and of the school.

## Conclusion

The job description is current but recognises that while every effort has been made to explain the main duties and responsibilities, each individual task may not be identified. It is recognised that technological changes and advancements make it impossible. Therefore, in consultation with the post holder, it may be amended to reflect or anticipate the changes in the role.







**#LIVE  
LOVE  
LEARN**

**Staff Voice**

I am proud to be part of a school that lives its values, and develops its students' love of learning.

**Royds**