



## Job Description

<b>Job Title:</b>	Personal Assistant to the Headteacher & SLT	<b>Department/Group:</b>	Support staff
<b>Level/Salary Range:</b>	Grade F	<b>Reporting to:</b>	Headteacher
<b>Contract term:</b>	Term time + 10 days	<b>Hours per week:</b>	37
<b>Safer Recruitment Statement</b>			
The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
<b>Vision Statement</b>			
<p><b><i>"To allow all children to experience 'life in all its fullness', no matter what their starting point" by:</i></b></p> <ul style="list-style-type: none"> <li><i>Offering a high quality, inclusive and distinctive education</i></li> <li><i>A caring and nurturing environment based on our Christian values</i></li> <li><i>Recognising the unique nature of each child.</i></li> </ul>			
<b>All staff employed by the Bishop Fraser Trust are required to:</b>			
<ul style="list-style-type: none"> <li>uphold and promote the Trust's vision</li> <li>uphold and promote the Christian ethos of all schools in the Trust</li> <li>support and contribute to the achievement of all students academically and pastorally</li> <li>support and contribute to the Trust's responsibility for safeguarding all students</li> <li>undertake professional training to enhance personal development and job performance;</li> <li>Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection</li> <li>maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect</li> <li>share best practice, expertise and skills with others</li> </ul>			
<b>Main Objectives of Role:</b>			
<ul style="list-style-type: none"> <li>To provide an exceptional personal assistant service to the Headteacher and Senior Leadership Team</li> <li>To manage the diary of the CEO of the Trust</li> <li>Clerking of governor sub committees including attending meetings and taking minutes and liaison with the Clerk to the Local Governing Body regarding papers and arrangements for full Local Governing Board meetings.</li> </ul>			
<b>Job Description:</b>			
<p>Professional judgement and decision-making, including but not limited to:</p> <ul style="list-style-type: none"> <li>Representing the Headteacher, being the main point of contact and part of the 'public face' of the Academy for staff, students and parents</li> <li>Being equipped to exercise considerable initiative with wisdom and minimum guidance in performing all duties of the post, seeking necessary advice where appropriate</li> <li>Continuously reviewing, improving or designing key operational processes, procedures and systems</li> <li>Applying a strong sense of vision and commitment to customer service provision and quality assurance</li> <li>Contributing to and sharing in the corporate life of the Academy</li> <li>Dealing effectively and calmly with emergencies, should they arise</li> </ul> <p>Administration and organisation</p> <ul style="list-style-type: none"> <li>Manage all correspondence, emails, telephone calls, and visitors to the Headteacher, including determining response to unscheduled visitors</li> <li>Manage the emails of the Vice Principals</li> <li>Diary Management: looking ahead, ensuring adequate protection of Headteacher's time, ensuring pertinent information is to hand when required</li> <li>Diary management for the CEO of the Trust</li> <li>Long and medium term planning – including letters to staff and parents, thinking laterally as to who and how this impacts</li> <li>Compilation of a weekly calendar – being aware of activities and events taking place at the Academy and liaising with staff for detail</li> <li>Meetings – organising meetings such as Governors, SLT, Heads of Department and ad hoc working parties; preparing appropriate agendas for Headteacher's approval and dissemination of papers for these meetings as necessary; taking minutes;</li> <li>Keep a comprehensive and logical electronic filing system up to date</li> </ul>			

- Events: assist in the organisation of key school events and conferences, ensuring that effective preparations are made for the Headteacher's involvement
- Work in collaboration with other members of the administration team, promoting continuous improvement in working practices
- Ensure the Headteacher is properly equipped with ICT, hardware and office supplies.
- Track delegated tasks and monitor / report on progress; chase as appropriate and keep Principal informed

#### **Governors**

- Prepare draft documents, letters and maintain such records, databases and Governors' handbook as are required to ensure information is kept up to date. This includes annual business interests and safeguarding self-declarations.
- Liaise with the Chair, Headteacher and other members of the Local Governing Board to agree a calendar of dates for Governor meetings and in the preparation of agenda in line with the governor work plan.
- Make notes at Governor meetings for the preparation of minutes and ensure that all decisions are recorded accurately and objectively, including timescales for action
- Update the composite action list for each governor committee for outstanding actions
- Collate and disseminate information prior to meetings, including forwarding papers to the Clerk of the full governing body in advance of LGB meetings.
- Administer new staff and parent governor elections as required using published guidance.

#### **Communications**

- Play a key role in communication between the Headteacher / SLT and the staff body
- Ensure that contact with a wide range of people is friendly, supportive and professional, and that complex queries and potential conflict situations are well-handled
- Oversee and deal with parental queries and complaints, acting as the Academy's Complaints Co-ordinator, deciding on what action needs to be taken and by whom. Ensure that action is prompt and followed-up, keeping records and ensuring the Headteacher is kept informed
- Foster effective and developing relationships with the wider community, other schools and external organisations
- Update Academy handbooks, policies and prospectus; and produce high quality publications as required
- Proof-read documents to the highest standard of quality, correctness and meaning

#### **Hospitality**

- Visitors - plan itineraries for visitors and liaise with those involved to ensure days run smoothly;
- Make hospitality arrangements as required by the Senior Leadership Team
- Provide refreshments for visitors as required, including ensuring that the Headteacher's office is suitably equipped, stocked and maintained

#### **General responsibilities**

- Limited flexibility with working hours including assisting with after-school events and on occasions other commitments beyond the usual working day, recognising the variable nature of workloads and deadlines. It must also be noted that the Academy strongly recognises the fundamental importance of a private and family life, and of adequate rest and recreation.
- Support the Headteacher during the summer break for the days around A-level and GCSE results, and around sixth form admissions. These are usually from around the middle of August onwards.
- Any other duties as reasonably required by the Headteacher

#### **All staff at the Bishop Fraser Trust will:**

- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and



**THE BISHOP  
FRASER TRUST**

A CHURCH OF ENGLAND MULTI ACADEMY TRUST

## **Job Description**



**Bolton  
St Catherine's  
Academy**

responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

**Last Updated:**

Jun 2020

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_