

Dear Applicant

Thank you for your interest in the position of **Personal Assistant to the Headteacher/Office Manager** at **Dean Trust Rose Bridge, Holt Street, Ince, Wigan, WN1 3HD**.

The position is based at Dean Trust Rose Bridge.

Salary – Grade 7 Point 26-31 £23,866 - £28,221 per annum.

- 37 hours per week, 8.30am – 4.30pm Monday to Friday
- Full Time Position
- Holiday Entitlement Dependent on Length of Service
- Local Government Pension Scheme – Greater Manchester Pension Fund

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit thethedeantrust.co.uk.

Method of Application

The preferred method of application is electronically via email to award@thedeantrust.co.uk. All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

Closing Date

Applications received after the closing time of 5pm, Thursday 28th February 2019 will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 01942 510712 or email award@thedeantrust.co.uk. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Human Resources Department
Dean Trust Rose Bridge

Believe Achieve Succeed

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Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Personal Assistant to the Headteacher / Office Manager
Reporting to	Headteacher / Director of Resources
Main purpose of job	<ul style="list-style-type: none">• To be responsible for all administrative support for the Headteacher; to assist with administrative issues relating to the Senior Team and to provide support to the administration team when required• To be responsible for and manage the Business Support administration team and ensure that an efficient and effective service is provided to its customers
Key responsibilities:	
Personal Assistant <ul style="list-style-type: none">• Liaise with the Headteacher daily regarding the events of the day/ week and follow up resultant actions• Organise the Headteacher's diary and arrange appointments• Filter all correspondence before passing it to the Headteacher• Make any telephone calls/write emails/type up letters as requested by the Headteacher and follow up any resultant actions• Draft correspondence, and other documentation/presentations to the Headteacher's specification• Deal with electronic mail, both incoming and outgoing, in a secure manner• Take minutes for weekly Senior Team meetings and any other meetings requested by the Headteacher• Undertake project/research/marketing work as required• Comply with all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Headteacher• Assist in dealing with complex enquiries or visitors to the Academy• Meet and greet key visitors/ guests to the Academy. Undertake visitor tours as and when required.• Attend relevant training and take responsibility for own Continuing Professional Development• Support with the maintenance of the school Website• Organising and attending meetings and ensuring leaders and managers are well prepared for meetings by preparing in advance any papers, background information or catering facilities• Interface with all parts of the school and externally with other schools, organisations and others on behalf of the Headteacher demonstrating a professional 'can do' attitude at all times• Ensure corporate branding strategy is being followed• Arranging travel and accommodation and, occasionally, travelling with the manager to provide general assistance during meetings and presentations• Organise meeting cycles, monthly and quarterly reports, school calendar, principals letter, agendas etc. Office Manager <ul style="list-style-type: none">• Responsible for the day to day management of the administration office ensuring resources are maximised and all tasks are completed in an efficient and effective manner.• Direct line management responsibility of a team of administrative officers. Providing appropriate support and guidance where required• To regularly undertake review (ongoing) of the working practices and the roles and responsibilities of the Business Support administration team in order to establish a function that is fit for purpose and meets operational priorities• To ensure that all administration systems and processes are understood and implemented effectively	

- To lead and manage a process of continuous self-evaluation and monitoring of administrative operational procedures maximising efficiency of staff
- To 'enforce' operational working standards and expectations within the team, creating a successful team ethos
- To regularly identify Business Support work streams and manage a 'team' response to ensure staff, when required are given support from the wider team to ensure success in reaching objectives.
- To coordinate a response to ensure that all elements of the team are adequately covered in periods of staff absence
- To manage an appropriate system for document management within the team by utilising the best form of modern technology available
- To coordinate the Performance Management process for the team ensuring it helps to maximise staff performance, logistically organising all BS paperwork
- To coordinate CPD requirements of the team to ensure all staff have appropriate skills set required for their roles. To ensure that training and professional development of the team matches individual needs and aspirations and cater for the future development needs of the school
- Contribute when required to the collation of information needed for School Census returns
- To update Single Central Record where necessary
- Liaise with visitors and contractors to ensure the safety of pupils and staff

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder



Person Specification

Education and qualifications	Essential <ul style="list-style-type: none">• GCSE in English and Maths Grade A*- C or equivalent Desirable <ul style="list-style-type: none">• Level 3 or Level 4 qualification or equivalent qualification in a relevant subject, such as business studies or administration
Experience	Essential <ul style="list-style-type: none">• Experience of working in a demanding administrative role Desirable <ul style="list-style-type: none">• At least 3 years' experience of managing a team• Experience of carrying out performance management meetings
Knowledge	Essential <ul style="list-style-type: none">• Knowledge of and competency in the use of Microsoft office suite of applications Desirable <ul style="list-style-type: none">• Knowledge of data protection requirements under GDPR
Skills and abilities	Essential <ul style="list-style-type: none">• Ability to work as part of a team and motivate others• Ability to plan, organise and prioritise tasks working across multiple teams• Articulate with attention to detail• Ability to work flexibly and adapt to workloads, requests and unforeseen changes demonstrating a 'can do' and positive attitude at all times• Ability to communicate effectively at all levels using a range of media both written and orally• Ability to work with sensitive data and information ensuring confidentiality at all times• Ability to train and support members of the administration team• Ability to work to tight deadlines and remain calm when working under pressure