



PALMERS GREEN HIGH SCHOOL

PERSONAL ASSISTANT (PA) TO THE HEAD

Job details

Salary:	(FTE £33,489 - £36,879) Pro-rata actual: £31,354 - £34,529
Hours:	8.00am to 5.00pm, Monday to Friday
Contract type:	Term time only plus INSET days (5) and up to 10 days overtime (during school holiday periods and Saturdays, as agreed in advance with the Head)
Reporting to:	Head
Line Manager:	Bursar

THE SCHOOL

Founded in 1905 by Miss Alice Hum, a Quaker, Palmers Green High School is unique in the North London area because it is a small, selective school providing challenging and stimulating education opportunities for approximately 250 girls aged 4-16 from a diverse range of cultural backgrounds.

The school's motto "By Love Serve One Another" was set by its founder and, whilst Miss Hum was a Quaker, the school has no official religious affiliation, although it celebrates Founders' Day and Christmas with services held at the church of St John The Evangelist on Bourne Hill, where some PGHS lessons were taught during World War 11 when Keble Preparatory School for Boys had to share the main PGHS site in Hoppers Road.

MAIN PURPOSE

To provide a confidential and personal service to the headteacher, carrying out a range of secretarial and administrative tasks and maintaining an efficient running of the headteacher's daily business.

DUTIES AND RESPONSIBILITIES

Managing enquiries:

- Act as the first point of contact for staff, parents, governors and other stakeholders looking to speak with the headteacher
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner

- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails for the headteacher are acted on
- Manage enquiries and requests efficiently, referring where necessary
- Welcome visitors on behalf of the headteacher
- Assist staff, parents, governors and other stakeholders with the information and support they need
- Open and respond to mail, escalating to the headteacher where necessary
- Handle all confidential correspondence with discretion

Administration and diary management:

- Coordinate the headteacher's diary, making decisions around priorities and ensuring the headteacher is suitably briefed
- Organise travel and accommodation arrangements
- Support the headteacher to manage their workload, advising on priorities where appropriate
- Prepare the headteacher for meetings by assembling reports and relevant documents
- Respond to appropriate requests for information from governors or external agencies
- Maintain accurate records in efficient files and online systems
- Support with the coordination of certain school events, under the direction of the headteacher
- Complete desktop research for the headteacher, analysing findings and providing summaries for the headteacher
- Assist in recruitment of new staff by diarising interviews/in-tray tasks/lesson observations and taking up references
- Arrange termly appraisal meetings for staff, induction meetings for new staff and lesson observations where necessary.

Written communication:

- Interpret headteacher's comments into draft written correspondence to be sent to relevant stakeholders
- Develop written communication that's professional and upholds the school's vision and values
- Proof-read, edit and update school publications such as curriculum booklets and parent handbooks including adding images and checking content
- Proof-read outgoing communication to ensure it's of the highest standard

Other areas of responsibility:

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- Contribute to the safety of children and young people and protect them from harm
- Provide administrative support for the wider senior leadership team when required
- Maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils.
- Respond with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken
- Support the efficient running of office and admin function of the school

Palmers Green High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful candidates will be required to undertake a criminal record check via the DBS. The school will also undertake checks with pas employers. It is an offence for a person barred from working with children to apply for this post.

Palmers Green high School is committed to Equal Opportunities and welcomes applications from all sections of the community.

PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and training	<p>Minimum: GCSE or equivalent level, including at least a grade 4 (grade C) in English and Maths</p> <p>Desirable: Degree or equivalent level professional qualification</p>
Experience	<p>Carrying out administrative and secretarial tasks</p> <p>Dealing with face-to-face and telephone interactions</p> <p>Working with children or young people</p> <p>Working and collaborating within a team</p> <p>Working in a school environment</p>
Skills and knowledge	<p>Good oral and written communications skills</p> <p>Ability to respond quickly and effectively to issues that arise</p> <p>Ability to plan, organise and prioritise to meet deadlines</p> <p>Ability to produce meeting minutes and documents of a high quality</p> <p>Ability to use own initiative and act accordingly</p> <p>Excellent attention to detail</p> <p>Ability to use IT packages including word processing, spreadsheets and presentation software</p> <p>Ability to use relevant office equipment effectively</p> <p>Ability to build effective working relationships with colleagues</p> <p>Understanding of data protection and confidentiality</p> <p>Understanding of safeguarding</p> <p>Experience of using iSAMS or other school MIS systems</p>

Personal qualities	<p>Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</p> <p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</p> <p>Commitment to a team approach; exchanging ideas and providing support to colleagues where needed</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>Embraces change well</p> <p>Deals with difficult situations effectively</p> <p>Patient, flexible and adaptable, meticulous and conscientious</p>
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