



Personal Assistant to Senior Leadership Team

30 hrs per week, Monday to Friday (ideally 8.30am to 3.00pm, with 30 minutes break)

Term time only (38 weeks) + two training days

Pay Scale H4 (Points 6-9)

Full-time equivalent salary: £19,698 - £20,903 + £626 fringe allowance

Paid salary reflecting actual hours/weeks: £13,799 - £14,618

Our PA team provides a professional and confidential secretarial service to the Senior Leadership Team, and general administrative assistance more broadly across the school. The team also provides support for the delivery of particular events, projects and initiatives; the successful candidate is likely to lead the support for our annual staff conference, House Music and whole school communication, but these responsibilities move around the team as demands change.

The successful candidate will possess excellent organisational and communication skills and be expected to maintain confidentiality at all times. They will also have:

- Experience in a secretarial or PA capacity
- The ability to work under pressure without close supervision
- A good general GCSE education to include English and Maths
- Excellent written English
- Excellent keyboard/computer skills
- Experience of minute taking
- Experience of SIMs would be a distinct advantage

Roundwood Park is a forward looking and ambitious 11-18 co-educational comprehensive school with over 1,300 students on roll and enjoys a very good local reputation. We offer a comprehensive induction programme for all new staff. As a school graded 'Outstanding' by OFSTED, we were one of the first schools in the county to convert to Academy status in 2011. Roundwood Park is a school where traditional values of smart appearance, excellent behaviour and acting with integrity mingle with modern learning and high academic standards.

If you are viewing this vacancy on a web recruitment platform, application is via the form and process on that platform. If on our school website, your application should be submitted using the Word document application form on our Vacancies page and emailed to Ian Stowe, HR Manager, at i.stowe@roundwoodpark.co.uk Either way, your personal statement or covering letter is of particular importance, and must set out why you believe you are a good candidate for this role.

We are committed to the safeguarding and promotion of children's welfare. We also have a sincere commitment to equal opportunity and celebrate diversity, including in our staff recruitment. We welcome applications from all sections of our community very warmly, and we recognise the huge strength and opportunity that comes from diversity in all aspects of our make-up. We will need to obtain references in advance of interview for any candidate short-listed, and all job offers are subject to satisfactory enhanced Disclosure and Barring Service clearance.

The closing date for applications is 9am on Monday, 1st February 2021; interviews will be held on the morning of Tuesday 9th February.

Job Description

Personal Assistant to Senior Leadership Team



Line Manager: Headteacher's PA

Grade: H4

Purpose of your job:

- Provide a confidential PA service to members of SLT;
- Provide a secretarial service to teaching staff;
- Work collaboratively across the PA team under the direction, and in support of, the Headteacher's PA;
- Take a senior role in the organisation of tasks and projects assigned to the team (which may be reorganised across the team from time to time, but presently the role-holder takes a senior support role in the organisation of our annual staff conference, House Music and other events, and whole school communication)

Main duties and responsibilities

- To provide a confidential secretarial service, including but not limited to: taking minutes of meetings (occasionally outside school hours), composing letters, producing reports, typing letters for others, sending digital messages to parents.
- To produce and publish "RoundUp", our fortnightly newsletter to parents
- To create mail merge documents from spreadsheets as required
- To assist with the production of staff duty rotas
- To edit and publish the weekly staff bulletin
- To oversee the production of staff planners and 'The Essential Guide'
- To give assistance to other members of the administrative team
- To deal with telephone and other enquiries daily
- To liaise with external agencies when required
- To deal with correspondence and queries from staff and parents
- To book and attend conferences as required
- To create school materials as directed
- To assist in the organisation of, and attend, our annual Open Evening
- To organise parent education events as required
- To produce reports, data analysis and training materials
- To organise catering for meetings and events
- To update some areas of the school website as advised
- To order office supplies as required
- To cover Reception on a rota basis in the event of absence
- To maintain filing systems

It is not possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time, in line with the school's requirements.

Supervision

No direct line management responsibilities for other staff. Organise own workload and priorities on a day to day basis. Ad hoc meetings with members of SLT and/or Headteacher's PA to discuss any problems or queries.

Person Specification

Personal Assistant to Senior Leadership Team

Attributes	Essential	Desirable
Minimum GCSE Grade C or equivalent including English and Mathematics	x	
Excellent communication, organisational and interpersonal skills	x	
Excellent written English	x	
Excellent IT skills including Microsoft Word, PowerPoint, Excel, Publisher, Outlook, G-Suite	x	
Experience in a secretarial capacity		x
Experience taking minutes of meetings		x
Previous experience in SIMs		x
Ability to be flexible and use your own initiative	x	
Ability to work calmly under pressure	x	
Ability to work confidentially	x	
Excellent record of attendance	x	
Ability to work well in a team	x	
A sense of humour and positive attitude	x	
Energy and enthusiasm	x	
Ability to think originally and creatively	x	
Warmth and sensitivity	x	
Able to exemplify good practice, work flexibility and proactively while maintaining a high standard of professionalism	x	
Able to build good relationships with adults and children; able to handle difficult conversations	x	
A commitment to safeguarding and promoting the welfare of children and young people	x	
A willingness to undertake additional training, keep up-to-date with changes and developments in good practice	x	

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