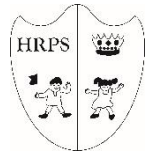




Houghton Regis Primary School

"Houghton Regis Primary School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children".



Job Description

JOB TITLE: Personal Assistant to Headteacher

RESPONSIBLE TO: Headteacher

MAIN DUTIES & RESPONSIBILITIES: To manage and co-ordinate the Headteacher's diary and provide effective and efficient administrative and HR support to the Headteacher.

1. To manage and co-ordinate the Headteacher's diary.
2. To organise meetings as well as follow up actions at the end of key meetings and correspondence.
3. To arrange and record Headteacher's appointments ensuring all parties are aware of arrangements.
4. To organise all papers, documentation and hospitality requirements so that meetings run efficiently.
5. To plan and deliver administrative and support functions, as determined by the Headteacher.
6. To meet current and future operational needs of the school.
7. To support the administration of HR procedures and compliance so that applications and documents are processed efficiently in line with Safer Recruitment guidelines.
8. To ensure the Single Central Record is up to date and compliant at all times.
9. To manage and maintain the school's website by writing and optimising content.
10. To manage social networking accounts, ensuring the information shared is relevant, accurate and factual.
11. To act as a first line of contact for the Headteacher, using discretion and tact to ensure visitors receive a professional response, and are dealt with by the appropriate person.
12. To open and check school emails and ensure they are responded to or distributed as necessary.
13. To liaise with outside agencies on the Headteacher's behalf.
14. To co-ordinate all training for staff as necessary liaising with the School Business Manager.
15. To ensure that the school prospectus and pupil admission packs are kept up to date.
16. To prepare letters and reports on behalf of the Headteacher as required.

17. To manage administrative functions including ICT, school office records and telephone system.
18. To ensure the office and reception area is a tidy and welcoming space.
19. To run the school census at relevant times.
20. To ensure safeguarding procedures are followed in relation to visitors.
21. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.