



**Personal Assistant to the
Headteacher**
Candidate Information Pack
2021/2022

Learning Today: Leading tomorrow

About our school

Bentley Wood High School, Clamp Hill, Stanmore, Middlesex, HA7 3JW

Our School

Learning today: leading tomorrow

At Bentley Wood High School for Girls we are proud of our fine record of academic achievement within our safe, caring, stimulating environment where pupils learn happily and well. We encourage each girl to develop a wide range of skills and interests, to achieve her personal best and to work co-operatively with consideration for all members of our learning community at all times.

As a single sex school, we recognise that research has shown that our environment empowers girls to maximise their potential, participate fully in all areas of school life and achieve their very best.

Bentley Wood High School is a rich and diverse community. We celebrate our diversity and welcome further opportunities to learn from each other. Our partnership with parents is a strength of the school. Parents consistently provide positive feedback and are very supportive of the school through our Parent Voice group.

We are extremely lucky to be in a school in such a beautiful natural setting. Bentley Wood High School has been described by parents as the 'hidden jewel in the crown' however; our most important treasures are our students and staff.

I very much look forward to meeting you.

Dr Janice Howkins OBE

Headteacher



Job Description: PA to the Headteacher

Purpose: To provide a first class efficient and effective administrative service to the Headteacher in the day to day management of the school and its administrative processes and functions.

Responsible to: Headteacher/Operations Manager

Main Duties and Responsibilities

1. To be committed to and to promote the school's vision, aims, objectives and values;
2. To be committed to safeguarding and promoting the welfare of children, there will be a high involvement in regulated activity relevant to children. Please see our Child Protection Policy;
3. Diary management; inputting routine meetings as well as meetings with prospective parents, existing parents, staff, feeder school Heads and others as necessary;
4. Arranging and organising Senior Leadership Group meetings, drafting agendas and minutes and circulation of papers and organising the off-site annual Senior Leadership Group conference. To note and coordinate follow up actions for the Headteacher at the end of these key meetings;
5. Organising other school meetings and events as may be required by the Headteacher, including inviting any special guests on behalf of the Headteacher and arranging hospitality;
6. Preparation of high level and complex documents, reports, spreadsheets and producing statistical reports using the school management system as necessary;
7. Dealing with routine correspondence and drafting replies as appropriate. Ensure the Headteacher is briefed on important correspondence at all times, particularly when away from the office;
8. Liaising and assisting with specific information and posts on the school website, social media accounts and other platforms (e.g. government portals);
9. Filtering telephone calls and dealing with enquiries as appropriate;
10. Managing and maintaining efficient systems for the storage and retrieval of information ensuring all holiday tasks are completed whilst the school is closed, e.g., archiving of records ready for the new academic year;
11. Liaise with the Office Manager and Operations Manager regarding the rota for holiday working within the team and reception to ensure cover as needed;
12. Ordering items required by the office/Head Teacher including making travel arrangements for the Headteacher;
13. Reviewing forms and documents used by the school as necessary, amending and arranging for proof reading and printing as appropriate;
14. Liaise with other staff concerning priorities, deadlines, policies and procedures;
15. Regularly reviewing and analysing administrative processes and documentation to identify areas for improvement;
16. Close liaison with the DSL for the administration of the annual safeguarding training for all staff, ensuring updated lists of staff who have attended annual training and read and signed part 1 and annex of Keeping Children Safe in education (KCSIE);
17. Undertake appropriate and regular training and development to maintain knowledge and improve practice as necessary and keeping up to date with current educational developments and legislation;
18. Attending other meetings or events as required;
19. From time to time, as required, to carry out other work as designated by the Head Teacher or Deputy Head Teachers;
20. Assisting the Office Manager and HR manager as required.
21. To support at all parent evenings and open evenings;
22. To provide first aid support, training will be provided;

All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices.

To comply with any reasonable requests from a leader/manager to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

Person Specification:

Qualifications	Essential	Desirable	How measured
A good standard of education including GCSE Maths and English or equivalent	✓		Application
Evidence of professional development	✓		Application and interview
Skills & Experience			
Experience of working as a PA	✓		Application, references and interview
Experience of working in a school or other academic environment		✓	Application, references and interview
Able to work in a fast paced and deadline driven environment	✓		Application, references and interview
Good interpersonal skills, a high level of initiative, energy and enthusiasm	✓		Application, references and interview
Be able to communicate clearly and accurately both on paper and orally and to have a good command of English	✓		Application, references and interview
Be able to show initiative and know when to ask for guidance	✓		Application, references and interview
Be well organised, able to prioritise and good at starting and completing tasks	✓		Application, references and interview
The ability to work as a member of a team and to have sensitivity and tact in dealing with a wide range of young adults and people	✓		Application, references and interview
The ability to remain calm under pressure, maintain complete confidentiality and discretion at all times	✓		Application, references and interview
Experience of using management information systems	✓		Application, references and interview
Have good word processing skills and the ability to use MS Office applications including Word and Excel	✓		Application, references and interview
Have knowledge of Health and Safety and risk assessment procedures		✓	Application, references and interview

Have or be willing to complete full First Aid training	✓		Application, references and interview
Qualities			
Commitment to student safeguarding and well being	✓		Application, references and interview
A commitment to the positive behaviours of students	✓		Application, references and interview
Commitment to equal opportunities	✓		Application, references and interview
A willingness to share in the school's educational vision	✓		Application, references and interview
Strong team player	✓		Application, references and interview
Self-motivation and a sense of initiative	✓		Application, references and interview
Open and transparent work ethic	✓		Application, references and interview
Flexible and adaptable in approach and hours if necessary	✓		Application, references and interview
Professional conduct and personal integrity	✓		Application, references and interview