



Queen Elizabeth Grammar School Penrith



Application pack for Headteacher's Personal Assistant



Queen Elizabeth Grammar School Penrith



Ullswater Road, Penrith, Cumbria CA11 7EG

Telephone: 01768 864621
reception@qegs.cumbria.sch.uk
www.qegs.cumbria.sch.uk

Headteacher: Paul Buckland M.A.

June 2021

Dear Candidate

An opportunity has arisen to join a very experienced and dedicated team of support and teaching staff as my Personal Assistant.

We welcome applications from suitably qualified professionals who feel they can meet the requirements set out in the enclosed Job Description and Person Specification and who will enjoy working in a busy school environment.

Before applying, please have a look at our website www.qegs.cumbria.sch.uk which I hope will give you a taste of the ethos and atmosphere of the school.

Please be aware that applications can only be accepted on completion of the school's application form.

I look forward to receiving your application.

Yours faithfully

Mr Paul Buckland
Headteacher



Queen Elizabeth Grammar School Penrith

A mixed selective academy
Roll: 954 including 230 in the Sixth Form
Ofsted: Outstanding in every category

Headteacher's Personal Assistant

NJC Scale 5 Points 12-18 - £22,183-£24,982
Full Time / Full Year - 37 hours per week

To start September 2021 or earlier if possible

We are seeking to appoint a proactive and committed person to join our busy support team in this key role from September 2021 or earlier if possible. You will be able to work on your own initiative, with a high degree of accuracy, professionalism and confidentiality and be a highly competent ICT user, including the use of Microsoft office and ideally SIMS. You will have excellent communication and people skills and the ability to relate well to adults and children. Experience of working in a school environment is desirable but not essential.

We are committed to safeguarding and promoting the welfare of children. The post is subject to an enhanced DBS check and satisfactory references.

Deadline for all applications: 9am, Monday 21st June 2021

**NO POSTAL APPLICATIONS PLEASE – ALL APPLICATIONS MUST BE EMAILED TO
secretary@qegs.cumbria.sch.uk**

Interviews will be held Monday 28th June 2021

Application packs via our website www.qegs.cumbria.sch.uk or
from the Head's PA, Miss Lucy Murray secretary@qegs.cumbria.sch.uk



Queen Elizabeth Grammar School Penrith
Job Description for Headteacher's Personal Assistant

Job title:	Headteacher's Personal Assistant
Salary:	NJC Scale 5 Points 12-18 - £22,183-£24,982
Hours:	37 hours per week
Contract type:	Full Time / Full Year / Permanent
Reporting to:	Headteacher

Purpose of the post

To be a Personal Assistant to the Headteacher and perform all necessary tasks requested by the Headteacher.

To undertake a full range of secretarial and administrative duties for the Headteacher and to ensure the efficient and effective running of the Headteacher's office and the daily business of the school.

A. Duties and responsibilities for the Headteacher

1. Act as a first point of contact within the school for staff, governors, parents and others seeking contact with the Headteacher.
2. Provide a full secretarial and administrative service to the Headteacher.
3. To assist the Headteacher in organising his administrative workload. Prioritising workloads with recommendations for items to be dealt with in order of importance. Ensure that the Headteacher responds to particular approaches within timescales identified in any agreed priority action list.
4. Maintain the diary of the Headteacher, arranging appointments as appropriate, and ensuring that the Headteacher is adequately briefed on matters to be discussed.
5. Ensure all relevant paperwork is provided in advance of meetings and highlight any forthcoming events etc. which the Headteacher will be attending.
6. Provide care for Headteacher visitors, including the provision of refreshments.
7. Assemble and prepare papers required by the Headteacher to attend meetings, prepare reports, or reply to requests for information.
8. Handle all confidential correspondence with discretion.
9. Liaise with the Senior Management Team concerning priorities, deadlines, policies and procedures.
10. Ensure the maintenance of clear and effective filing, records and other systems and to keep them updated. Maintain confidential personnel files for staff as directed by the Headteacher.
11. Maintain staff archive files and assist with the production of references when requested.
12. Attend Health & Safety meetings, record minutes and action points, and follow them up to ensure completion.

B. Duties and responsibilities for the Headteacher, Senior Leadership Team and Governing Body

1. Provide a full backup secretarial and administrative service to the Board of Governors in the absence of the Clerk to Governors.
2. In consultation with the Senior Leadership Team the completion and maintenance of the school calendar.
3. Managing calls, dealing with callers sympathetically and efficiently, redirecting calls where appropriate.
4. Management of reception and reprographics staff, including annual appraisals.
5. Work with the Senior Leadership Team to advise on, facilitate and assist in any and all processes as required e.g. co-ordinate the team's calendars, schedule meetings and events etc.



6. Support Heads of Year, Heads of Department, teaching staff and the support team.
7. Organise and maintain filing systems and management of pupil files.
8. Assist with the recruitment and appointment of new staff (including NQTs and ITT students) - from preparing adverts, to contacting and liaising with applicants and compiling the necessary interview paperwork including carrying out DBS and Right to Work checks. To include supply, invigilation and temporary staff.
9. Assist in preparing the school for inspections. Including the preparation and publication of school policy documents.
10. Typing, proof-reading, printing and dispatching correspondence, including emails, letters, Newsletters, parent correspondence via ParentMail and programmes for events such as, but not exclusively, school productions, concerts and the end of term Church services.
11. Collation of the whole school stationery order and liaising with suppliers throughout the year to ensure expenditure is with the school budget.
12. Designing the Student Planners and liaising with suppliers on costs, preparation and delivery.
13. Taking minutes of meetings as required, for example HR meetings and disciplinary processes.
14. Helping in the preparation for major school events including but not exclusively entrance tests/admissions, Year 6 Discovery Day, Open Days, Carol Services and other services throughout the year.
15. Arranging cover for administration support during periods of staff absence, including holidays and GCSE/A Level results days in consultation with the School Business Manager.
16. Producing highly confidential documents as required.
17. Producing paperwork in relation to student exclusions and appeals.
18. Extensive use of SIMS including pupil assessment data, attendance data and recording of behavior incidents.
19. Circulating information from the schools' portal (via Cumbria County Council) and uploading relevant documents i.e. PEPs.
20. Management of the DfE Teaching Regulation Agency portal - use of the Document Exchange and ensuring school information regarding governance is current.
21. Responsible for the collation of all trip documentation with Cumbria County Council on EVOLVE and the completion of Risk Assessments and emergency contact information.
22. Organise the A Level and GCSE Awards Evenings, including sponsorship.
23. Helping to promote the school through use of social and local media.

The post holder maybe required to carry out any other duties appropriate to the level of the role as directed by the Headteacher.



Queen Elizabeth Grammar School Penrith
Person Specification for Headteacher's Personal Assistant

CRITERIA	QUALITIES
Qualifications and training	➤ GCSE or equivalent passes in English and mathematics.
Experience	➤ Experience of working in a school or a similar role. ➤ Proven experience in office administration and management tasks.
Skills and Personal Qualities	➤ Attention to detail. ➤ Excellent communication and interpersonal skills. ➤ A flexible approach to the demands of working in a busy environment ➤ Ability to communicate a vision and inspire others. ➤ Ability to build effective working relationships with other staff and outside agencies. ➤ A self-starter with the ability to manage own time effectively. ➤ Ability to adhere to working procedures and policies within the school environment. ➤ Ability to operate as part of a team or individually as required. ➤ Ability to work under pressure and prioritise effectively. ➤ Commitment to maintaining confidentiality at all times. ➤ Empathy to safeguarding and equality. ➤ Good ICT skills. ➤ Patient, adaptable, meticulous and conscientious ➤ Resilience and a sense of humor!



School Strategy

Vision

- To prepare our students to succeed in tomorrow's world by providing a secure learning environment, a rigorous academic curriculum, high expectations, and best practice in teaching, learning and technology enhanced by wide-ranging extra-curricular opportunities and outstanding pastoral care. Our students will demonstrate and encourage respect for everyone within our community and globally, treating all people equally irrespective of their characteristics and celebrate diversity.

Aims

1. The school aims to build upon its tradition of academic excellence. Pupils will be encouraged to strive for the highest levels of achievement to maximise their potential.
2. The school aims to take full advantage of its small numbers to provide a caring environment in which the individual pupil's personality and abilities are valued and fostered.
3. We will educate and develop tolerance and respect for all, paying particular regard to protected characteristics.
4. The school will provide an environment in which creativity, enterprise and initiative are encouraged. Social, artistic and sporting activities will be promoted to develop pupils' interests and talents.
5. The school will do its best to ensure that pupils leave this school to embark upon higher education or employment confident in their skills and learning and fitted for useful, active citizenship.

The Academy will do its best

1. To raise the standard of educational achievement of all students;
2. To ensure that every child enjoys the same high quality education in terms of resourcing, tuition and care;
3. To foster self-esteem and respect for each person as an individual; by creating a positive and inclusive atmosphere and encouraging a shared commitment to respect diversity and difference; by challenging discrimination and promoting good relations between people, irrespective of their characteristics. In particular, the school will not permit any direct or indirect discrimination, harassment or victimisation of any person, adult or child, because of any person's characteristic that is protected.
4. To improve its effectiveness by continual review of the curriculum and organisational structure;
5. To provide value for money for the funds expended;
6. To comply with all appropriate statutory and curriculum requirements;
7. To maintain close links with institutions of higher education, business, industry and commerce;
8. To conduct its business with the highest standards of integrity, probity and openness.