



## EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

**Job Title:** Personal Assistant to the Leadership Team

**School:**

**Grade:** [Single Status Grade 6](#)

**Responsible to:** Headteacher

### **Purpose of the Role:**

To provide secretarial and organisational support to the Leadership Team in support of their role.

### **Key tasks:**

1. Maintain the diary for the senior leaders, arranging appointments as appropriate, and ensure that they are adequately briefed on matters to be discussed.
2. Make travel arrangements for senior leaders and to provide care for their visitors, including the provision of refreshments.
3. Assemble and prepare papers required by senior leaders; to attend meetings, prepare reports, or reply to and assist with requests for information.
4. Arrange meetings and take notes of meetings as required. To ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.
5. Sort and prioritise post for senior leaders; dealing with telephone calls for them, handling all confidential correspondence with discretion.
6. Draft and/or proof read outgoing correspondence and school documents under direction of senior leaders.
7. Support senior leaders in the organisation and detailed planning of special events, such as new parents' meetings.
8. Update the school website under the direction of senior leaders.
9. Maintain the relevant filing systems including the establishment of new files as required.
10. Deployment of teaching assistants and assisting their absence management.
11. Update and maintain electronic registers.

12. Update and report from relevant information systems.

## PERSON SPECIFICATION

### Essential education and qualifications

- [QCF level 2](#) in Maths and English or ability to pass assessment at interview

### Essential key skills, abilities, knowledge, experience, values and behaviours

- Ability to work in an organised and methodical manner
- Ability to develop efficient record keeping systems
- Ability to produce accurate and up-to-date records and reports as required
- Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents
- Able to converse at ease with customer and provide advice in accurate spoken English
- Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date
- Ability to show sensitivity and objectivity in dealing with confidential issues
- Knowledge of the work of a school
- Knowledge of, or willingness to learn, a range of computer applications including Word, Excel, STAR, SIMS
- Knowledge of school policies including Child Protection, Health & Safety and Equal Opportunities.
- Experience of producing documents of a high standard
- Experience of undertaking a range of clerical and administrative duties, including data input
- Ability to demonstrate commitment to Equal Opportunities
- Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge

### Document version control:

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Job Evaluation Reference:

### Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	No
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No