



GREATFIELDS SCHOOL

Dream it.
Believe it.
Achieve it.

Great Careers

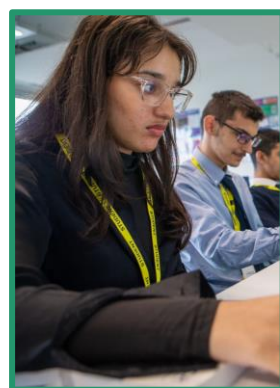
JOB PACK

POST: PA to Headteacher

SALARY: APT&C Scale 6, full time or term time only

CLOSING DATE: Friday 12th April 2024

INTERVIEWS: Wednesday 17th April 2024

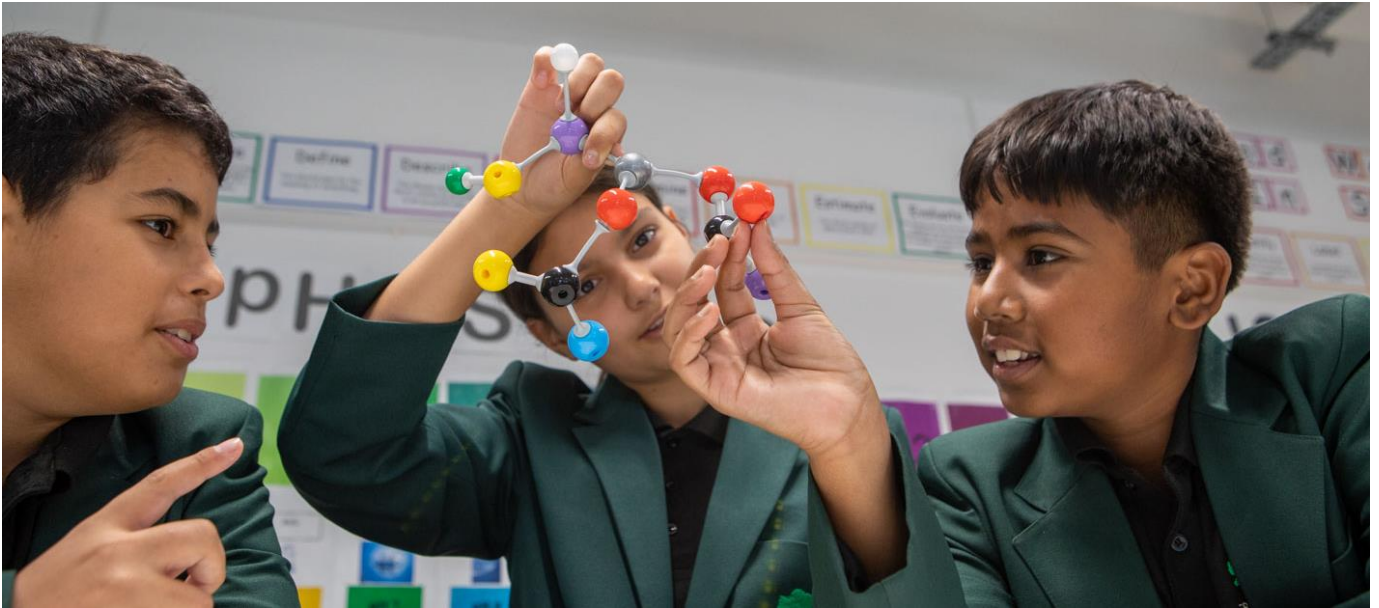


The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.



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The school

Greatfields School opened in September 2016. We are located in Barking, East London, and are proud to be the first secondary school to be built on the Gascoigne Estate. We have quickly established a positive reputation with our parents and local community, and are known for our excellent behavior and the high ambitions we have for the young people of this community. We currently have approximately 970 students, and our Sixth Form opened in September 2022.

Our vision

We believe that our young people can compete with any other child in the country and we do everything we can to ensure that they have the same opportunities as other young people across the country. It is incumbent upon us to give our students access to a broad, engaging and challenging curriculum; to give them access to a range of activities, trips and clubs outside of the classroom to develop their cultural capital; and to develop their levels of resilience, determination and work ethic.

We also passionately believe in ensuring our young people feel safe and happy in school. This is done through the establishment of high expectations and clear routines and by taking a positive approach to behaviour at all times. This means that staff never shout at or demean our young people, and we understand the importance of mutual respect at all levels of the school.

Finally, we care deeply about and understand the responsibility we have towards our local community. This is a school embedded in the community and is one which we are proud to serve.



Job description

Core responsibilities and duties:

- Act as a first point of contact within the school for staff, governors, parents and other stakeholders seeking contact with the Headteacher.
- To assist the Headteacher in organising his/her administrative workload. Ensure that the Headteacher responds to particular requests within timescales identified in any agreed priority action list.
- Maintain the diary for the Headteacher, arranging appointments as appropriate, and ensuring that he/she is adequately briefed on matters to be discussed.
- Provide personal, organisational and administrative support to the Governing Body.
- To Liaise with the clerk to governors with relation to all Local Governing Body business.
- Liaise with appropriate staff and outside agencies in preparing, producing and collating exclusion paperwork as required. To produce exclusion letters as required and to record on SIMS. Administrate all matters relating to the exclusion of students.
- Prepare papers for Senior Leadership Meetings, take minutes and distribute these in a timely fashion
- Administration for the Head's annual QA meetings with Heads of Department and Heads of Year.
- Preparing, checking and sending out weekly staff briefing notes.
- Make travel arrangements for the Headteacher and to provide care for his/her visitors, including the provision of refreshments.
- Interpret headteacher's comments into draft written correspondence to be sent to relevant stakeholders
- Develop written communication that is professional and upholds the school's vision and values
- Proof-read outgoing communication to ensure it's of the highest standard
- Assemble and prepare papers required by the Headteacher to attend meetings, prepare reports, or reply to requests for information. To draft letters as directed by the Headteacher.
- Handle all confidential correspondence with discretion and to be circumspect about the contents.
- Liaise with Senior Leadership Team concerning priorities, deadlines, policies and procedures.
- Ensure the maintenance of clear and effective filing, records and other systems and to keep them updated for the Headteacher.
- Maintain staff archive files and produce outgoing references when requested.
- Arrange meetings and when required, take minutes. Ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.



- To manage parental and wider complaints in line with school policy.
- Sort and prioritise all incoming post, dealing with telephone calls for the Headteacher.
- After discussion, draft, as appropriate, outgoing correspondence and school documents that are the direct responsibility of the Headteacher.
- Support the Headteacher and other senior managers in the organisation and detailed planning of special events, such as Awards Evening.
- Foster links between the school and the local community.
- Maintain the Headteacher's filing system.
- Carry out research for the Headteacher as required.
- Attend school events as required.
- Organise workload and prioritise on a daily basis using own initiative and knowledge of the work, with minimum direct supervision from the Headteacher.
- Maintain a high degree of confidentiality with regard to issues concerning members of staff and students. Respond positively with tact, sensitivity and awareness to students and parents in relation to duties undertaken.
- Communicate with the LA, DfE, OFSTED, outside agencies, parents and the local community and to make contact with any other individuals who have business with the school on behalf of the Headteacher.

Notes: The above mentioned duties are neither exclusive nor exhaustive and the postholder may be required to carry out other appropriate duties as may be required by the Head of Department or Head of School within the grading level of the post and the competence of the post holder.

This job description will be reviewed regularly and may be subject to change at any time after consultation with the postholder.



Person Specification

Criteria	
Qualifications and Training	<ul style="list-style-type: none">• GCSE or equivalent level, including at least a grade 4 (grade C) in English and Maths
Experience	<ul style="list-style-type: none">• Carrying out administrative and secretarial tasks• Dealing with face-to-face and telephone interactions• Working with children or young people• Working and collaborating within a team
Skills and Knowledge	<ul style="list-style-type: none">• Good oral and written communications skills• Ability to respond quickly and effectively to issues that arise• Ability to plan, organise and prioritise to meet deadlines• Ability to produce meeting minutes and documents of a high quality• Ability to use own initiative and take action accordingly• Excellent attention to detail• Ability to use IT packages including word processing, spreadsheets and presentation software• Ability to use relevant office equipment effectively• Ability to build effective working relationships with colleagues• Understanding of data protection and confidentiality• Understanding of safeguarding
Personal Qualities	<ul style="list-style-type: none">• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school• Commitment to a team approach; exchanging ideas and providing support to colleagues where needed• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality• Embraces change well• Deals with difficult situations effectively• Patient, flexible and adaptable, meticulous and conscientious