Personal Assistant to the Head Teacher

Job Description

Al-Hijrah School
مدرسة الهجرة

Grade: GR3  Division: AL-HIJRAH  Section: ADMINISTRATION

1.0 JOB PURPOSE:
1.1 Responsible to the Headteacher for the provision of full professional, efficient and Secretarial service to the Headteacher

2.0 DUTIES AND RESPONSIBILITIES:
2.1 General administrative duties including photocopying, word processing and laminating
2.2 Administration of all school letters
2.3 Maintaining and updating the Whole School Calendar
2.4 Administrative support to the Leadership Team
2.5 Provide up to date information to HR for Agency Staff SCR
2.6 Dealing with correspondence/forms/enquiries for the Head Teacher
2.7 Preparation of returns and reports
2.8 Confidential work for the Headteacher such as preparation of confidential reports, references for staff, pupils and probationary teachers
2.9 Organising Supply Cover for the School including timesheets and invoices
2.10 Organising Meetings for HT and leadership groups
2.11 Taking minutes at meetings and ensuring actions recorded at meetings are completed

2.12 To adhere to the ethos of the school
   2.12.1 To promote the agreed vision and aims of the school
   2.12.2 To set an example of personal integrity and professionalism
   2.12.3 Attendance at appropriate staff meetings and parents’ evenings

2.13 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3.0 SUPERVISION RECEIVED:
3.1 Supervising Officer’s Job Title: Head Teacher
3.2 Level of Supervision
   3.2.1 Left to work within established guidelines subject to scrutiny by supervisor
4.0 **SUPERVISION GIVEN**: (excludes those who are *indirectly* supervised i.e. through others)

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<th>Post Title</th>
<th>Grade</th>
<th>No of Posts</th>
<th>Level of Supervision (as in 3.2.1 above)</th>
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