PA to the Head Teacher
GR3 £19,819 - £25,463 per annum pro-rata
Maternity Cover, fixed term appointment, Term Time Only, 36.5 hours a week until 31 Aug 2019

Al-Hijrah School is looking to appoint a Personal Assistant who will provide a full professional and efficient secretarial service to the Head Teacher.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role

Closing Date for Applications: Friday, 02 November 2018

For further details or to arrange a visit to the school please contact:
Mrs Sadia Khan, current PA, via email to: Enquiry@al-hijrah.bham.sch.uk

Application Forms are available on our website at www.alhijrahschool.co.uk and should be returned via post to: Al-Hijrah School, Burbidge Road, Birmingham B9 4US or via email to enquiry@al-hijrah.bham.sch.uk

Personal Assistant to Head Teacher

Job Description

Grade: GR3

1. Job Purpose
   1.1 Responsible to the Head Teacher for the provision of full professional, efficient and Secretarial service to the Head Teacher

2. Key Responsibilities
   2.1 General administrative duties including photocopying, word processing and laminating
   2.2 Administration of educational visits
2.3 Administrative support to the Leadership Team

2.4 Confidential work for the Head Teacher such as preparation of confidential reports, references for staff, pupils and probationary teachers.

2.5 Such other duties as may be commensurate with the grade and nature of the post

2.6 Organising Cover Supply for School

2.7 Organising Meetings for Head Teacher and leadership groups

2.8 Taking minutes at meetings and ensuring actions recorded at meetings are completed

2.9 To adhere to the ethos of the school

2.9.1 To promote the agreed vision and aims of the school

2.9.2 To set an example of personal integrity and professionalism

2.9.3 Attendance at appropriate staff meetings and parents evenings

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

3. Supervision Received

3.1 Supervising Officer’s Job Title: Head Teacher

3.2 Level of supervision:

1. Regularly supervised with work checked by supervisor

2. Left to work within establishment guidelines subject to scrutiny by supervisor

3. Plan own work to ensure the meeting of defined objectives

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

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<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No of Posts</th>
<th>Level of Supervision (as in 3.2 above)</th>
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5. Special Conditions
5.1 None

**Person Specification**

**Method of Assessment (MOA)**

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<tr>
<th>AF Application Form</th>
<th>C Certificate</th>
<th>I Interview</th>
<th>T Test or Exercise</th>
<th>P Presentation</th>
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<tr>
<th>Criteria</th>
<th>Essential</th>
<th>MOA</th>
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<tr>
<td><strong>Education/Qualifications</strong></td>
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<td>NB: Full regard must be paid to overseas qualifications.</td>
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<td><strong>Experience</strong></td>
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<td>Relevant work and other experience</td>
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<td><strong>Skills &amp; Ability</strong></td>
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<td>e.g. written communication skills, dealing with the public etc.</td>
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<td><em>An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016</em></td>
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<td><strong>Training</strong></td>
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<td><strong>Other</strong></td>
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All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.