



Job Description

Post Title:	Personal Assistant to the Headteacher	Department:	N/A
Hours per week:	Full time term time position	Weeks per year:	38
Contract Type:	Permanent		
Salary:	£20 140.00 – £24 140.00		
Reports to:	Headteacher		

School Overview

The Lion Works School is a Specialist setting that meets the needs of secondary and sixth form age students who are all individuals, who have a range of interests, all of whom have talents, and also happen to have a diagnosis of Autism Spectrum Condition or a need which presents similarly. The school is growing steadily as part of a multi-year plan and currently has 36 students on role.

This is an exciting opportunity to join a growing and developing school and to support the work of the school's Headteacher.

Purpose of the Role

This is a new role and is part of the school's development plan to continue to develop and grow the Senior Leadership Team's impact across the school.

The successful candidate will be able to operate with a high degree of attention to detail. They will be proficient with ICT and will communicate effectively with high levels of written English. The role holder will be flexible and committed and will support the work of the Headteacher across the school and curriculum.

Key Accountabilities & Duties

As a Personal Assistant to the Headteacher:

- Responding to inquiries in a timely manner
- Undertake tasks as directed by the Headteacher
- Review official documentation and prepare formal responses on behalf of the Headteacher
- Record minutes of meetings as required and directed
- Proof reading documentation
- Creating draft documentation for review
- Establish and maintain good and effective relationships with all students, parents, carers, colleagues and other professionals
- Organize meetings and events on behalf of the Headteacher, including providing refreshments as required
- Maintain files relating to school procedures and policies and advising when review and

renewal is required

- Liaise with Board Members as required
- Assist in investigations conducted by the Headteacher as required
- Co-ordinate external contacts as required
- Updating information held on the school system as directed by the Headteacher
- Contribute the evaluation and development of the school's administrative systems
- Support with the induction of new staff as directed

Duties falling within the scope of designated contact hours:

- Attending meetings
- Travelling offsite as required
- Report writing
- CPD
- Receiving and giving training
- Delivering sessions to students
- Communicating with parents
- Communicating with stakeholders

Other Duties:

- Participation in curriculum development activities
- Attendance at consultation evenings, open evenings, and award events
- Completion of relevant paperwork to deadline
- Attend staff development events as appropriate
- General administration relevant to the role

***The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.**

Equal Opportunities

The Lion Works School will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The school will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The school aims to provide an open welcoming and safe environment for all its students, employees, and visitors.

Safeguarding

The Lion Works School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be conducted; references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. If you are shortlisted, you will be required to declare any relevant convictions, adult cautions or other matters which

may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

Further Information

This Job Description and Person Specification are current as of November, 2023. In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult the Headteacher.