# CHESHIRE WEST AND CHESTER BOROUGH COUNCIL

# JOB DESCRIPTION QUESTIONNAIRE

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| **JOB TITLE** | **Personal Assistant to**  **Head Teacher and Office Manager**  **(Secondary School)** | **JOB REF NO** | **AAAE5108** |

**BASIC JOB PURPOSE**

To provide personal assistance, organization and confidential secretarial support for the head teacher and deputy head teacher to allow them maximum time to devote to the management of the school within the community.

To provide support to the chair of governors in the role of clerk to governors.

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| **NO** | **MAIN RESPONSIBILITIES** |  |
| **1** | Provide a full personal assistance/confidential secretarial service to the head teacher (including diary, word processing and confidential correspondence) to support them in managing the school. | |
| **2** | Manage a public relations role with teaching and support staff, parents, students, governors, the community and external agencies with and on behalf of the head to foster good relationships for the benefit of the School. | |
| **3** | Provide a word processing/desk top publishing/typing/excel/powerpoint etc. facility and maintain agreed quality standards for the production of documentation for circulation in school and distribution to parents, pupils and the community to facilitate the effective functioning of the School | |
| **4** | Service governors and other meetings including taking and dispatch of minutes and other documentation to achieve a timely and effective dispatch of business and implementation of decisions.. | |
| **5** | Recruit, manage, lead, appraise, train, develop and motivate the administrative team to ensure effective deployment for the benefit of the school. | |
| **6** | Manage, plan and co-ordinate the work of the administration office (including the maintenance of all pupil information) | |
| **7** | Development and implementation of office procedures in consultation with the office staff. | |
| **8** | Undertake routine duties (e.g. cash handling) as necessary to ensure the provision of a quality service for the school. | |
| Notwithstanding the detail in this job description, in accordance with the School's/Council’s Flexibility Policy the job holder will undertake such work as may be determined by the Head Teacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job. | | |