

# Job description

## Job title

Personal Assistant to the Headteacher

## Hours

37.5

## Contract

Permanent

## Role profile and grade

OS 30, Grade 3

## Salary

Starting Salary £34,653.00 with biennial increments

## Location

Inscape House School Cheadle/Hybrid

## Reports to

Headteacher

## Type of DBS required

Enhanced, Child and Adult Workforce

The Together Trust is committed to safeguarding and promoting the welfare of the people we support and expects all our staff and volunteers to share this commitment.

Safeguarding checks will be undertaken for the successful candidate in line with our safer recruitment policy, including an Enhanced DBS check (at no cost to yourself).

This role will involve working in a school, which is classified as regulated activity.

## Job purpose

To provide timely, accurate and effective Personal Assistant support to the Headteacher and from time to time, the deputy headteachers.

Inscape House School is a non-maintained ASC specialist day school for children and young people aged 5 to 19 years. It is part of the Together Trust, a charity that has been providing care, education and support in the North West of England since 1870. The post holder will be a member of the Inscape House School team on the Cheadle campus.

The post holder will embrace the core values of the Together Trust, which are:

- **Positive** - We take pride in celebrating the difference we make
- **Professional** - We act in a fair and respectable way that recognises our collective expertise
- **Passionate** - We encourage creative ideas and inspire one another
- **Supportive** - We are considerate and caring towards one another.

## Key responsibilities

- Administrative Support – Manage the headteacher's calendar, scheduling meetings, appointments and travel arrangements. Prepare and organise documents for meetings, including agendas and presentations. Taking minutes during meetings and distribute to relevant parties.
- Project Management – To support in project management by tracking deadlines, deliverables, and follow ups. Collaborate with other leaders within school or members of the Trust's combined leadership team.
- Stakeholder engagement – Develop and maintain professional relationships with stakeholders both internally and externally.
- Insight and analytics – Undertake analysis of data and extract insight from reports. Compile insight into presentations and other documents.
- Technology and automation – Explore opportunities for continuous improvement and efficiency in the role (i.e. AI powered tools)
- Ways of working – Working alongside the other office staff, sharing best practice and collaborating to achieve our shared priorities.
- Growth and development – Identify opportunities for personal growth and development in the role.

## Key tasks

- Provide high-level confidential administrative support for the headteacher, including handling sensitive information with discretion and maintaining strict confidentiality at all times.
- Organise headteacher's diary and schedule meetings and events as appropriate.
- Support the Headteacher in preparation for inspections, policy reviews, and governance-related activities, including compiling required documentation and liaising with governors.
- Act as the first point of contact for all enquiries to the Headteacher's office, screening telephone calls and visitors, and responding professionally and efficiently.
- Liaise with staff, governors, parents, external agencies, and the wider school community on behalf of the Headteacher.
- Produce high-quality reports, letters, presentations, and briefing materials as required. Maintain accurate and organised filing systems (both electronic and paper-based).
- Taking minutes at meetings, gaining agreement and producing actions to meet timescales.
- Establish and evolve an events plan aligned to key events in the School's calendar, collaborating with multiple internal and external stakeholders
- Assist with the coordination and administration of strategic projects and school improvement initiatives under the direction of the Headteacher.
- Support recruitment processes for and assist in HR-related tasks where appropriate.
- Act as liaison with external visitors.
- Represent the Headteacher's office with professionalism, integrity, and discretion at all times, promoting the values and ethos of the school.

## Standard Requirements for all roles

- **Confidentiality:** Confidentiality/data protection regarding all personal information and Trust activity must be always maintained (both in and out of working hours) in accordance with professional codes of conduct and relevant legislation such as the Data Protection Act. The post holder should ensure that they are familiar with and adhere to all Trust policies and procedures. Any breach of confidentiality will be taken seriously, and appropriate disciplinary action may be taken.
- **Code of Conduct:** Maintain a consistently high standard of conduct and to provide the highest standard of service in accordance with the Trust Code of Conduct for all employees.
- **Equal Opportunities:** Promote the concepts of equality of opportunity and managing diversity Trust wide.

- **Health and Safety:** Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, paying due regard to health and safety in the workplace and management of risk to maintain a safe working environment for service users, visitors, and employees.
- **Professional standards and performance review:** Maintain consistent high professional standards and act in accordance with the relevant Professional Code of Conduct. Employees are expected to participate in the performance review process.

## Summary

This job description is an outline of the key tasks and responsibilities of the post, and the post holder may be required to undertake additional duties appropriate to the pay grade. The post may change over time to reflect the developing needs of the Trust and its services, as well as the personal development needs of the post holder.

# Person specification

You will need demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
Education, qualifications and training	<p>Qualification level 4 or above in a business/administrative/education-related field with experience</p> <p>GCSE Grade 4 or C or equivalent in maths and English</p>	
Experience and skills	<p>Experience of a similar role</p> <p>Experience of project and event management</p> <p>Excellent verbal and written communication skills and can produce reports</p> <p>Excellent organisational skills. Can negotiate and prioritise to meet needs</p> <p>Good level of computer literacy including all Microsoft Office Applications and competent user of Excel and PowerPoint</p>	<p>Experience working within the education sector</p> <p>Experience of leading pieces of project work and event management</p> <p>Experience of change management</p>

	Able to work to deadlines and prioritise own workload. Experience of diary management	
<b>Behaviours and understanding</b>	<p>Is customer focused and responsive</p> <p>Is pro-active, enthusiastic, and self-motivated</p> <p>Is adaptable to change and flexible</p> <p>Friendly, helpful, can-do approach</p>	<p>Has an understanding of the education sector and the political SEN landscape and can operate with confidentiality and sensitivity as required</p> <p>Is prepared to contribute to discussions when can see helpful insights</p> <p>Is passionate about the sector and difference the school can make</p> <p>Can inspire others</p>
<b>Other</b>	<p>Able to maintain confidentiality in accordance with Data Protection</p> <p>Is enthusiastic and has a want to develop in role</p>	

Applications are very welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.