

RAVENSWOOD SCHOOL JOB DESCRIPTION



Personal Assistant to Headteacher / Annual Review Co-ordinator **Grade – JG5.14** **(37 hours per week –39 weeks per year)** **Line Manager – Headteacher**

Job Purpose:

1. To promote and support the school in fulfilling its aims by maintaining and developing its positive ethos through self-evaluation and improvement.
2. To act as Personal Assistant to the Headteacher.
3. To ensure the efficient operation of the admin team supporting the School Leadership team, promoting a calm, organised work environment.
4. To co-ordinate the Annual Review process for all pupils at Ravenswood School throughout the school year.

To whom post holder reports: Headteacher

Responsibilities

Support to the Headteacher:

1. Provide a comprehensive secretarial service producing confidential reports, letters, documents, timetables and staff references.
2. To compose draft letters on sensitive issues on behalf of the Headteacher.
3. To maintain the Headteacher's diary, and to arrange meetings/functions on his behalf and to prepare paperwork for Headteacher to have available at the meetings.
4. To maintain up to date filing system for the Headteacher.
5. To prepare and review information for uploading onto school website, working in liaison with the ICT network manager.
6. Maintaining of ParentPay records.
7. To prepare press releases around school events for publication in the local media.
8. To co-ordinate the Annual Review and Education Health Care Plan (EHCP) process for all pupils at Ravenswood School throughout the school year.
9. To attend and write up notes of meetings with families and professionals
10. To maintain training records for all staff at Ravenswood School.
11. To co-ordinate safer recruitment procedures for all recruitment at Ravenswood School, including advertising, invites to interview, references and offer letters.

Support to staff:

Manage the day to day administrative routines of the leadership support team, ensuring that appropriate clerical support is available for termly, annual procedures.

12. Initiate the review, development and monitoring of work processes of the leadership support team to promote efficient implementation of systems.
13. To oversee the performance management procedures for all staff, ensure that meetings are planned, implemented and recorded in a timely manner and that staff have personal copies of relevant paperwork.

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14. To maintain up to date filing of all personnel files, hard and soft copies.

15. Assist in Health and Safety procedures during school evacuations/ emergency procedures.

Support to Governors:

16. Prepare reports and paperwork for governors meetings in readiness their meetings.

General:

17. Co-operating in performance management and taking responsibility for continuing professional development.

18. Undertaking any professional duties as reasonably determined by the Headteacher.