**WARGRAVE HOUSE LIMITED**

# JOB DESCRIPTION

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| **Job Title:** | **Personal Assistant to Senior Leadership Team** |
| **Responsible to:** | **Senior Leadership Team** |
| **Directly Reporting to:** | **Office & Communications Manager** |
| **Staff Reporting Directly to You:** | **Not applicable** |
| **Hours of Work** | **37.5 hours per week, Term time plus 3 weeks** |

**The Purpose of the Position**

The prime functions of this role are:

To be responsible for providing an efficient and confidential secretarial and administrative service to the Senior Leadership Team. It is envisaged that you will work closely with other support services staff to ensure that the administrative needs of the organisation are met.

## Key Responsibilities/Main Duties

1. To carry out a wide range of tasks on behalf of the Senior Leadership Team including dealing with day to day enquiries and prioritising matters which need to be brought to the attention of the Senior Leadership Team.
2. Providing a confidential and high level administrative support to the Senior Leadership Team including:
   1. Secretarial services, including minute taking and ensuring that matters arising from meetings are dealt with by the appropriate people within agreed timescales
   2. Arranging meetings and ensuring appropriate documentation is circulated accordingly
   3. Diary management
   4. Organise travel and accommodation for all staff
   5. Sorting and prioritising mail/emails
   6. Drafting responses to routine correspondence as directed
   7. To assist with the co-ordination, organisation and preparation of school and college events under the direction of the Senior Leadership team. To provide reception and hospitality for any visitors as necessary
   8. To produce reports for the Governing Body as instructed and assist in the compilation of agendas
   9. Develop, maintain and monitor manual and computerised records for the senior leadership team ensuring that when necessary information is kept confidentially and is accurate and readily available
   10. Prepare information for external agencies as and when required e.g. school inspectors, auditors
   11. Carry out research, obtain information, and provide detailed analysis and evaluation data and information, and produce reports and records as required
   12. Cover reception duties, including dealing with complex issues and visitors as and when required
   13. Ensure that the senior leaders respond to particular approaches within timescales identified in any agreed priority action list
   14. Organise workload and prioritise on a daily basis using own initiative and knowledge of the work, with minimum direct supervision from the senior leaders
   15. Communicate with local authorities, outside agencies, parents and the local community and to make contact with any other individuals who have business with the school and college
   16. Handle all confidential correspondence with discretion
   17. Attend governing body and trustee meetings to take minutes in the absence of the Clerk
   18. Manage an efficient bring forward system
   19. Reviewing and ensuring maintenance of efficient filing/retrieval systems
   20. Co-ordination of inspection preparation
   21. Assisting with grant applications
   22. Assisting with fundraising initiatives
3. To participate in project work as necessary and as directed by the Senior Leadership Team.
4. Liaise with the Clerk to Board of Trustees and Governing Body to ensure clear communication of information to the Chief Executive Officer and Head of Education.

**Common Responsibilities:**

1. Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security confidentiality and data protection, reporting all concerns to an appropriate person.

**NB. Failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a child or vulnerable adult is a disciplinary offence.**

1. Ensure all students have equal access to opportunities to learn and develop.
2. Attend staff meetings and planned after school & college events as required.
3. Contribute to the overall aims, ethos and work of Wargrave House.
4. Maintain continuity and consistency and ensure good communication by attending relevant meetings e.g. Senior Leadership Team Meetings and staff meetings, some of which may take place out of school hours.
5. Set a good example in terms of dress, punctuality and attendance.
6. Participate in training, including INSET days, external courses and conferences in order to keep abreast with current trends and ensure continued professional development.
7. Ensure that corporal punishment is **NOT** used at **ANY** time.
8. To undertake specific tasks as required by the Senior Leadership Team.

**Care Standards Act 2000, and The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014**

It is a requirement upon all staff to report (to the Designated Safeguarding Lead, Director of Services, Head of Education, or the Governing Body, or to the National Care Standards Commission or other approved inspectorate with which the service has an agreement for inspection under the Children Act 1989, or to the local social services authority or to the police) any concerns they may have about practices in the service, or the behaviour of colleagues, which they consider likely to put students at risk of abuse or other serious harm. Staff have a duty to prevent vulnerable students or colleagues from being drawn into terrorism and are required to report any concerns following the Company’s Safeguarding Prevent procedures.

Wargrave House Limited provides a guarantee that the procedures will be invoked in ways that do not prejudice any whistle blower’s own position and prospects if they have reported an allegation or concern in good faith.

It is now a requirement that your job description makes it clear that failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a student is a disciplinary offence.

**Confidentiality**

Maintain confidentiality for all areas of Wargrave House Limited, its staff and its work. The nature of the work within the service entrusts people with confidential information about the students, their families and staff. Any breach of this confidentiality will constitute gross misconduct.

Note: This job description reflects the present requirement of the post. As duties and responsibilities change and develop, the job description will be reviewed and will be subject to amendment.

**Wargrave House Limited operates a safe recruitment process. Appointment to the post will be subject to suitable references and an enhanced Disclosure Barring Service check. Wargrave House Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

Signed and accepted: .....................................................................

Date: ....................................................................