



Job Description

Job Title: Personal Assistant to Headteacher and Governance Professional

Accountable to: Headteacher

Job Purpose

To provide comprehensive, confidential and professional administrative support to the Headteacher, ensuring the effective operation of the Headteacher's office and contributing to the smooth running of the school.

To act as Governance Professional/Clerk to the Governing Body, providing independent and professional advice on governance, constitutional and procedural matters, ensuring the Governing Body operates effectively and in compliance with statutory and regulatory requirements.

Key Responsibilities

1. Headteacher's Personal Assistant

Executive Support

- Provide a high-quality, confidential personal assistant service to the Headteacher.
- Manage the Headteacher's diary, appointments, meetings, and commitments, ensuring efficient use of time.
- Prioritise and manage incoming correspondence, emails, telephone calls and enquiries.
- Draft, prepare and proofread correspondence, reports, presentations and other documentation on behalf of the Headteacher.
- Undertake research and gather information to support decision-making and strategic planning.
- Ensure the Headteacher is fully briefed and prepared for meetings and events.

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Communication and Stakeholder Management

- Act as the first point of contact for the Headteacher, dealing professionally with visitors, parents, governors, staff, external agencies and members of the public.
- Develop and maintain effective relationships with stakeholders on behalf of the Headteacher.
- Manage sensitive and confidential matters with discretion and diplomacy.
- Coordinate communication between senior leaders, governors and external partners where required.

Administrative Support

- Organise and coordinate meetings, events and visits.
- Prepare agendas, documentation and briefing papers.
- Maintain accurate records and filing systems, both electronic and paper-based.
- Monitor and track actions arising from leadership meetings.
- Support school projects and initiatives as directed by the Headteacher.
- Offer support and guidance to the Headteacher and Governors regarding suspensions and exclusions

Leadership Team Support

- Provide administrative support to the Senior Leadership Team as required.
- Assist with the preparation of reports for governors, trust boards, inspections and external agencies.
- Support recruitment processes for senior appointments where required.
- Coordinate responses to requests for information and documentation.

HR Support

- Ensure job adverts and job descriptions support effective recruitment
- Liaise with HR support company to confirm start dates and contracts
- Ensure effective record keeping for all recruitment, including references
- Ensure a rolling programme of DBS checks and renewals

2. Governance Professional Responsibilities

Governance Administration

- Serve as Governance Professional to the Governing Body and its committees.
- Prepare and distribute agendas, reports and supporting papers in accordance with agreed timescales.

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- Attend governing body and committee meetings, including evening meetings.
- Produce accurate minutes that record discussions, decisions and actions.
- Maintain an annual schedule of governance meetings.

Governance Compliance

- Advise the Governing Body on governance legislation, regulations, procedures and best practice.
- Ensure compliance with statutory governance requirements and relevant policies.
- Ensure GIAS and Companies House are updated with Governor information.
- Maintain accurate governance records, including:
 - Membership details
 - Terms of office
 - Attendance records
 - Register of interests
 - Governance documentation
- Monitor governance compliance deadlines and reporting requirements.
- Ensure publication requirements relating to governance information are met.

Governor Support and Development

- Coordinate governor recruitment, induction and succession planning.
- Arrange governor training and development opportunities.
- Provide governors with procedural guidance and support.
- Maintain governor communication systems and information resources.

Meeting Management

- Prepare annual governance calendars.
- Ensure agendas reflect statutory and strategic priorities.
- Track actions and decisions arising from meetings.
- Support the Chair of Governors and committee chairs in the planning and conduct of meetings.

Strategic Governance Support

- Support effective relationships between governors and school leaders.
- Assist governors in fulfilling their strategic responsibilities relating to educational performance, financial oversight and accountability.
- Maintain awareness of developments in education and governance legislation.
- Promote effective governance practices across the school.

General Responsibilities

Confidentiality

- Maintain strict confidentiality regarding all matters relating to pupils, staff, governors and school business.
- Comply with data protection legislation and school policies.

Safeguarding

- Promote and safeguard the welfare of children and young people.
- Follow all safeguarding and child protection policies and procedures.
- Undertake safeguarding training as required.

Health and Safety

- Take reasonable care of personal health and safety and that of others.
- Comply with school health and safety procedures.

Equality and Diversity

- Promote equality, diversity and inclusion in all aspects of the role.
- Ensure services are delivered fairly and without discrimination.

Professional Development

- Participate in appraisal and professional development activities.
- Keep knowledge and skills up to date, particularly in relation to governance legislation and educational developments.

Other Duties

- Undertake other duties commensurate with the grade and nature of the post as reasonably required by the Headteacher.

Person Specification

Essential

Qualifications

- GCSE English and Mathematics (Grade C/4 or above) or equivalent.
- Relevant administrative qualification or equivalent experience.

Experience

- Significant experience of providing high-level administrative or PA support.
- Experience of organising and servicing formal meetings.

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- Experience of minute-taking and producing accurate records.
- Experience of managing confidential information.

Knowledge

- Excellent understanding of office administration systems and procedures.
- Knowledge of governance processes and statutory requirements, or willingness to undertake professional governance training.
- Understanding of data protection and confidentiality requirements.

Skills and Abilities

- Exceptional organisational and time-management skills.
- Excellent written and verbal communication skills.
- Ability to prioritise competing demands and meet deadlines.
- Strong attention to detail and accuracy.
- High level of discretion and professionalism.
- Advanced IT skills, including Microsoft Office applications.
- Ability to work independently and use initiative.

Personal Qualities

- Professional and approachable manner.
- Integrity and trustworthiness.
- Resilient and adaptable.
- Commitment to the values and ethos of the school.

Desirable

- Governance Professional accreditation or equivalent qualification.
- Previous experience working within an educational setting.
- Knowledge of school governance legislation and practice.
- Experience of supporting senior leaders or executive teams.
- Experience using governance or education management systems.