**POST PROFILE**

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| **Role: PA to Head of School and Vice Principal and Office Manager** | |
| **Reporting to:** | Head of School |
| **Salary Grade:** | Grade F Actual £18,352 - £19,567 per annum (£25,694 - £27,394 per annum FTE) |
| **Full Time/FTE:** | 37 hours a week, TTO + PD Days + 15 days (111hours) in lieu of attendance at Governors’ and SLT meetings and when needed to stay over to complete tasks). Any additional time needed will be paid as single time overtime. |
| **Hours of Work:** | Monday to Friday with some flexibility of hours to meet specific work demands.  Monday – Thursday 0800 - 1630  Friday 0800 – 1600  This includes a 1 hour lunch break. |
| **Location:** | Rye Hills Academy |

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| **Purpose of Job/Job Summary** |
| To provide a range of administrative, clerical and data management services to the Head of School, Vice Principal and the wider school. To line manage office staff to ensure an efficient and responsive service to parents, staff and students. |

**Key Tasks/Principal Accountabilities:**

1. Line manage all members of the office staff and evening receptionists.
2. Responsible for dealing with all initial enquiries on behalf of the Head of School and Vice Principal including letters, faxes, emails, telephone calls and visitors.
3. Assisting the Head of School and Vice Principal by undertaking a range of administrative tasks as necessary, including but not exclusive to:
   1. Preparing documents for meetings as and when required;
   2. Printing off documents for meetings as and when required;
   3. Creating presentations to assist the Head of School and/or Vice Principal;
   4. Initial sorting of incoming paper or electronic mail;
   5. Taking minutes of meetings held by the Head of School and/or Vice Principal;
   6. Ensure that documentation for pastoral related meetings involving the Vice Principal and/or Head of School are available on time;
   7. Manage all administration for internal and external exclusions, including but not exclusive to communication with parents.
4. Co–ordinating, selection and final preparation of briefing papers for Governing Body meetings.
5. Maintaining all the Head of School and Vice Principal filing systems and preparing papers for meetings.
6. Co-ordinating general briefing papers and reports (where required) to support Head of School and Vice Principal in preparation for (but not exclusive to) external inspections. For the Vice Principal in relation to Pastoral Child Protection and Safeguarding aspects.
7. Writing letters, reports, creating and preparing documents as required, for the Head of School and Vice Principal.
8. Ensure accurate minutes are recorded from meetings attended by the Head of School and Vice Principal as required, including but not exclusive to:
   1. Quality assurance meetings;
   2. Line management meetings;
   3. Parental Meetings and production of File Notes;
   4. Production of minutes of Head of School and Vice Principal line management meetings with staff;
   5. Senior Leadership Team meetings;
   6. Governors’ sub-committee meetings.
9. Collate and maintain records of concerns and complaints.
10. Collate and maintain the Racial Incidents file.
11. Collate and maintain documentation relating to staff use of personal vehicles.
12. Collate and monitor parental permissions forms.
13. Oversee the compliance of GDPR in conjunction with NMAT’s Director of Finance and Operations.
14. Be responsible for and maintain the academy’s Single Central Record.
15. Organise and administer all aspects of staff recruitment (other than production of contracts).
16. Liaise with the LA Governor Support staff as needed.
17. Organise Governor requirement, nomination and elections.
18. Organise and oversee the work of any member of staff at that time working in the office.
19. Work with the Director for Transition in all aspects of Y7 transition as required.
20. Produce student college references and respond to requests for same.
21. Ensuring all domestic provisions and general resources (back up of ICT equipment) is provided to Head of School and Vice Principal as necessary.
22. Anything else required by the Head of School and Vice Principal.

**Key Competencies/Attributes:**

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|  | **Essential** | **Desirable** |
| Education/Training: | Good standard of general education. | * GCSEs in English Language and Mathematics (or equivalent) * Recognised qualifications in administration. |
| Specific Skills/Knowledge: | * Experience of working within an office environment. * Excellent word processing and IT skills. * Proven record of excellent organisational and time management skills in order to meet deadlines. * Experience of using email. * Ability to take minutes and keep accurate records of meetings when required. * Co-ordination of information for documents, report writing and organisation of meetings. * Ability to adhere to Data Protection legislation and maintain absolute confidentiality in regard to duties carried out on the request of the Head of School and Vice Principal. | * Knowledge of a range of software packages, in particular, Word, Excel, Power point. * Experience of using Microsoft Outlook. * Ability to take shorthand. * Experience of working within the Education Environment * Ability to research, digest, analyse and present material clearly and concisely. |
| Personal Attributes: | * Very effective interpersonal, written and communication skills. * Ability to manage own time and workload to meet deadlines and prioritise work. * Ability to work quickly and accurately. * Highly accurate with good attention to detail. * Willingness to contribute suggestions/ideas to improve overall efficiency and effectiveness of work procedures. * Team Player. * Smart appearance. | * Confident manner. * Proactive approach to work * Demonstrates drive. * Willingness to undertake training to improve skill base or adapt to changing circumstances. * Flexible approach. |

**Flexibility:**

Please note that in some cases particular duties and responsibilities are difficult to predict and may vary from time to time. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and where necessary, interchange these to meet the needs and demands of the organisation. Such a requirement will enable the post holder’s skills to be maximised to the mutual benefit of both Rye Hills Academy and employee.

**Review:**

All post profiles will be reviewed regularly as part of individual and organisational development and performance reviews and set in the context of the Academy’s vision and aims and may be subject to variation.