

## JOB DESCRIPTION

**POST:** PA to Principal & Senior Leadership Team

**RESPONSIBLE TO:** Principal

**GRADE/LEVEL:** Grade 5

**CORE PURPOSE:** To provide a high level, comprehensive & confidential administrative support to the Principal & SLT.

**JOB DESCRIPTION:** The job description will be reviewed regularly to reflect, or anticipate changes to, the job commensurate with the salary and areas of responsibility.

### Overview of role expectations

- To be the first point of contact for all stakeholders (internal and external) wishing to speak to the Principal and Senior Leadership Team (SLT).
- To provide day to day secretarial and administrative support for the Principal and SLT.
- To provide support and assistance to the whole school as directed by the Principal.

All the above to be in accordance with any directions which may reasonably be given by the Principal.

### Working with the Principal and Senior Leadership Team, the post holder will:

- Support the implementation the Academy's vision and values
- Ensure that the Academy policies are promoted and adhered to
- Contribute in the Academy to developing a learning culture with high expectations in a safe and secure learning environment
- Foster effective relationships with parents/carers and students in the Academy

### Responsibilities and Tasks.

#### 1. Secretarial duties:

- To support the Principal on a day to day basis to manage their workload, assess the priority of appointments etc. and reallocate as required.
- To undertake all administration duties for the Principal including producing correspondence, reports, presentations, minutes etc. quickly and accurately in the format required. To produce drafts of speeches, letters, articles etc. for the Principal's approval.
- To open and sort mail and pass to the relevant member of staff, with draft response for Principal if appropriate. To filter telephone calls by advising or offering alternative advice.
- To manage the Principal's diary, arrange meetings and appointments. To ensure the Principal is briefed and prepared for meetings in a timely way.
- To attend the weekly Leadership meeting (and other meetings as requested) to take minutes. To co-ordinate production and circulation of minutes and other papers for attendees for all meetings in a timely manner. To follow through on action points with Principal and other members of staff.
- To carry out background research and present findings.
- To arrange travel, accommodation and other personal diary commitments.
- To arrange hospitality for Principal's meetings.
- To liaise with external bodies on behalf of the Principal and Senior Leadership Team ensuring high professional standards of communication & presentation while representing the Academy.
- To take minutes at meetings and arrange for the timely distribution of minutes & agendas.
- To assist the Senior Administration Officer in providing excellent hospitality and successful management of academy events.

**2. Other duties:**

- To be familiar with Academic and DFE educational policies and the operational procedures of the Academy to be able to respond and act on issues and queries.
- Clerk to Governors for all Exclusion Hearings.
- To be familiar with ClassCharts, SIMS and other systems in order to support SLT logging and accessing information.
- To receive incoming telephone calls, deal with queries and follow up responses.
- To be sufficiently familiar with reception duties, in order to provide cover on reception on occasions when required.
- To liaise and deal with queries from staff, students, governors, parents and all other visitors to the school and ensure that queries are directed to the most appropriate person, following agreed protocol, to ensure that the Principal is the final responder.
- Be prepared to undertake any relevant task if and when the need arises.
- Any other duties which may reasonably be required as directed by the Principal and SLT, commensurate with the general level of this appointment.

**3. School records:**

- To be responsible for the Principal’s filing system – electronically and paper based.
- To deputise for the Office Manager to ensure all safeguarding administration within the Academy is carried out in a timely manner in their absence.
- To operate the school information management system (SIMS) to keep accurate and up to date records, amending as necessary to produce management reports.

**4. Developing Self and Working with Others**

- Take part in an annual staff performance review with line manager
- To create and maintain good working relationships among all members of the Academy community
- To promote appropriate personal and professional development of all staff in the Directorate, providing an example through their own development and practice
- To set an example to students in work ethic , conduct, dress code, punctuality and attendance

**VARIATION IN THE ROLE**

Given the dynamic nature of the role and structure of the Trust, it must be accepted that as the Trust’s work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

**EQUALITY AND DIVERSITY**

The Trust is committed to equality and diversity for all members of society and will take action to discharge this responsibility, but many of the actions will rely on individual staff members to embrace responsibilities with commitment, to ensure a positive and collaborative approach to Equality and Diversity. This will require staff to support the Trust’s initiatives on Equality and Diversity that will include development and training designed to enhance practices and the experiences of staff, students and visitors to the Academies, with an all- inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

<b>Name of Post Holder:</b>	<b>Date:</b>
<b>Signature of Post Holder:</b>	<b>Date:</b>

## PERSON SPECIFICATION – PA TO THE PRINCIPAL & SLT

The successful candidate will be an experienced professional who is energetic, innovative and influential, reliable and committed; whose leadership style recognises the value of teamwork.

More specifically candidates should be able to demonstrate the following minimum requirements:

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ Level 4 or equivalent qualification in a relevant discipline or recent extensive and relevant experience working at a senior administrative level.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in an office environment and supporting senior leaders within an organisation – preferably educational.</li> <li>Effective staff management.</li> <li>ICT Systems experience. Preferably SIMS, Excel, CPoms, ClassCharts or similar systems</li> <li>Understanding of DFE educational policies and procedures <b>(desirable)</b></li> <li>Experience of clerking for exclusion hearings <b>(desirable)</b></li> <li>Experience of working in a school based environment <b>(desirable)</b></li> <li>Marketing experience <b>(desirable)</b></li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Excellent numeracy / literacy skills – GCSE C/grade 4 or equivalent</li> <li>Effective use of specialist ICT systems such as Microsoft word, mail merge, excel, SIMS</li> <li>Full working knowledge of relevant policies/codes of practice/legislation</li> <li>Ability to plan and develop systems</li> <li>Website/Social media development and application</li> <li>Excellent verbal and written communication skills</li> <li>Ability to organise, lead and motivate other staff</li> <li>Knowledge and ability to evaluate learning needs and actively seek learning opportunities</li> <li>Analytical and problem solving skills <b>(desirable)</b></li> <li>Research skills <b>(desirable)</b></li> <li>Knowledge of Continuous Professional Development in education sector <b>(desirable)</b></li> <li>Knowledge of FOI/GDPR <b>(desirable)</b></li> <li>Ability to drive and have full clean licence/or have daily access to mobility support</li> </ul>
<b>Attributes and Qualities</b>	<ul style="list-style-type: none"> <li>Friendly and approachable manner</li> <li>Self-motivated and proactive</li> <li>Professional approach</li> <li>Flexible approach to working arrangements</li> <li>A commitment to working as part of the whole school team and supporting the vision and aims of the Academy</li> <li>Willingness and commitment to participate in continuous professional development opportunities</li> </ul>