

Personal Assistant to the Principal Job Description

Start Date:	1 March 2024
Salary:	Grade G - Points 20-25 £30,296-£33,945 (pro rata) depending on experience Actual Salary £24,722- £27,699
Working Hours:	37 hpw (flexibility is required due to the nature of role) plus weeks to be discussed at interview
Accountable to:	The Principal

Statement of Purpose:

To provide high quality confidential executive administrative support to the Principal.

Professional duties and responsibilities:

This is a description of the main duties and responsibilities of the post at the date of production. The duties may vary from time to time as requirements and circumstances change. The post-holder may reasonably be expected to undertake other duties commensurate with the level of responsibility due to the nature of this extremely high-level confidential role.

Main Purpose:

- To be totally responsible for the effective and efficient running of all aspects of the Principal's very busy office
- Be the first point of contact for the Woodard Academies Trust Central Office Team and other Woodard Academies
- Provide high level confidential administrative support as well as taking an active part in supporting all PR including internal and external communications

Specific Duties:

- Provide high level confidential administrative support to the Principal and other members of the senior leadership team on a daily basis
- Maintain busy electronic diaries, arrange meetings and appointments as necessary
- Manage the flow of contact to the Principal, filtering communications and post, displaying tact and understanding of the complexity of matters, proof reading and acting as a "gatekeeper"
- Managing the Principal's emails
- Co-ordinating all the Principals meetings including those with the SLT and Woodard Academies Trust
- Responsibility for updating School Policy documents in liaison with SLT
- Undertake and maintain confidential administration and filing on behalf of the Principal both electronic and paper based

- To consistently model the academies core values of respect kindness tolerance and to support the trust vision, values and ethos
- Prioritise requests for appointments, liaising with staff as required
- Liaise with the Finance Department with regards to arranging all travel arrangements for the Principal.
- Take responsibility for dealing with complex enquiries or difficult situations
- Undertake confidential document preparation ensuring corporate standards are met
- Provide a high standard of customer service and presentation skills; face to face, telephone and written
- Attend senior staff meetings, take notes and prepare and distribute minutes and other minute taking as required
- Manage the administration of suspensions, exclusions and liaise with external agencies and senior staff where appropriate
- Manage a central log of academy complaints - external and internal ensuring the correct people respond accordingly. To act as first port of call for a general complaint and escalating as required.
- Establish and maintain clear lines of communication with all stakeholders
- Liaise with staff, parents, professional bodies and outside agencies
- Provide organisational and administrative support to the Academy Council where relevant
- Manage manual and computerised records/information and complex IT based tasks including whole school calendar and website
- Operate relevant equipment/management information systems to input and retrieve data
- Liaise with staff to organise itineraries and schedules for visitors and guests
- Assistance with School events
- Any other duties commensurate with the post

All staff are expected to:

- promote the Woodard Christian ethos that embraces all faiths and non
- take responsibility for their own professional development and support that of colleagues where appropriate
- engage in the School's appraisal process and support colleagues in achieving their own targets where appropriate
- have regard to guidance on keeping children safe in education
- observe health and safety requirements and play their part in ensuring a safe working environment

All Kings Priory School staff have an entitlement to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

Safeguarding Statement

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS enhanced clearance for the School.

Equal Opportunities

Kings Priory School is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Health and Safety:

Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Trust Health and Safety policy.

Additional expectations:

- To have regard to guidance on Keeping Children Safe in Education
- To take responsibility for own professional development and support that of colleagues where appropriate
- Attend and participate in relevant meetings as required
- To maintain high standards of professionalism in every facet of the role, including conduct, dress code, and communications.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main accountabilities and expectations for the post.

Person Specification

Essential Criteria:	Measured By:
<p>Qualifications & Training</p> <ul style="list-style-type: none"> NVQ Level 3 or equivalent or experience in a relevant environment Typing or office qualification Evidence of training and/or qualification relevant to the role 	AF/I
<p>Experience:</p> <ul style="list-style-type: none"> Experience of operating complex administrative/management information systems, including input and retrieval of data At least four years' experience of working at a high level in a business environment providing support to a senior manager Experience of team working Experience of working to tight deadlines Experience of producing documents to a high standard Experience of customer service 	AF/I
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> Excellent numeracy and literacy skills Awareness of relevant policies/codes of practice and awareness of relevant legislation in relation to education Excellent ICT skills Use of various document formats, for example: word, excel, powerpoint, publisher, google docs Consultative, negotiating and partnership skills Ability to work constructively as part of a team, understanding School roles and responsibilities and your own position within these Ability to relate well to children and adults Excellent communication skills Ability to prioritise effectively and meet deadlines Exercise confidentiality, diplomacy and sound judgement 	AF/I
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> Ability to excel at personal relationships with stakeholders, through regular contact and consultation Understands the School Development Plan and how it relates to team and individual objectives Accepts, supports and quickly implements change Identifies and promotes best practice and encourage the sharing of ideas Proactively seek opportunities to increase job knowledge and understanding with a commitment to continuing personal development Supportive of principles of equality and diversity Willing to support the Christian ethos of the Trust, although not necessarily share the beliefs and worship practice which underpins it 	AF/I