Northern Education Trust – Job Description

Job Title:	Personal Assistant to the Principal / Office Manager	**JE reference**	JE015
Base:	Freebrough Academy		
Reports to:	Principal	**Grade:**	Grade 5 SCP16 – SCP18
Service responsibility:	Office staff	**Salary:**	£30,518.00 - £31,537.00 (FTE, Salary to be pro rata)
Additional:		**Term:**	37 hours, 41 weeks

JOB PURPOSE

- To provide efficient and effective support to the Principal as required
- To work proactively, innovatively and responsively to provide excellent administration support to the academy administration office
- To line manage office staff
- To build and develop relationships with staff at all levels

JOB SUMMARY

1. Organise and minute take at academy council and SLT meetings, to provide confidential administrative support to the Principal, as well as being an active participant in the meetings
2. Prepare reports as and when required by SLT
3. Line management responsibility of the academy's administration function, including performance and operational management
4. Assist SLT with the implementing and monitoring of appraisal
5. Matrix management of all academy support staff as and when required to ensure work for the Principal is completed
6. Manage the administration of exclusion letters, relevant documentation and arranging student discipline meetings
7. Receive, prioritise and forward the Principal's correspondence, including telephone calls, e-mails and post
8. Ensure effective academy communications through maintaining the academy communications log and monitoring the academy public enquiries inbox
9. Support the Business Manager with safer recruitment processes which could include maintaining an accurate single central record
10. Organise and maintain effective filing systems, both paper and electronic, to provide an efficient working environment
11. Prepare termly events calendar and liaise with staff on the production of the information packs for school events
12. Oversee the input and monitoring of holiday and leave of absence request data
13. Carry out performance management for office staff
14. Build relationships and liaise with the local academy council and group directors on appropriate matters
15. Undertake supervision duties where appropriate

16. To comply with the academy policies and procedures at all times

GDPR

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

Safeguarding

1. To follow all safeguarding and child protection policies and procedures
2. This role wholly or mainly involves working with children

General

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: …… Date: ……..