



Tudor Grange Academies Trust

Tudor Grange Samworth Academy

PA TO THE PRINCIPAL

Job Description

Scale: NJC Points 18-22

£31,537 to £33,699

Full Time / Permanent

37 hours per week 52 weeks per year

Core Purpose

Our vision is to provide a world-class education which develops the potential of all students, no matter what their starting point.

The aim of the Academy is to maintain high academic outcomes by creating an environment where every child has the desire and the opportunities to reach their academic potential, whilst develop as individuals who demonstrate the Tudor Habits and Values and who are able to navigate the various challenges of life with integrity, morality and kindness.

The PA to the Principal is a key role in the Academy. The post holder will be responsible for supporting the Principal and other senior leaders to ensure the smooth running of the Academy.

Specific Responsibilities

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance.

General

- Act in accordance with and in support of the aims and policies of the Academy.
- Provide administrative support for the Principal and other senior leaders as appropriate.
- Manage the Principal's diary for all appointments and meetings, providing the Principal with documentation for diary events.
- Act as the first line of contact between the Principal and any phone calls and requests from staff or visitors to ensure only appropriate contact is made
- Manage all communications from the Principal to all employees.
- Liaise with Trust admin teams and PA's across the Trust as appropriate.
- Proof read documentation on behalf of the Principal and make amendments or suggestions as necessary.
- Track delegated tasks where required and monitor progress, chasing any documentation or responses not received and keeping the Principal informed as appropriate.
- Assist the senior team by co-ordinating the production of the Academy calendar and using this to produce timely reminders to the senior team throughout the academic year.
- Produce, disseminate and file all agendas and minutes for meetings involving the Principal or Senior Leadership team as required.
- Maintain filing systems at the Academy (electronic and hard copies as appropriate).
- Maintain an overview of the Academy MIS system, working closely with the data manager.
- Act as Clerk to the Local Governing Body, including all liaison with the members.
- Undertake Project management of projects assigned by the Principal, such as high profile visits to the Academy or within the Trust. Support for HR processes and files
- Attendance at EPM and Trust HR update meetings as often as possible.
- Provide support for staff where appropriate on Academy procedures and HR policies.
- Manage the administration of appraisal at the Academy.

- Maintain an accurate single central record. • Oversee completion of the Workforce Census.
- Organise confidential staff files and maintain them in an orderly manner.
- Provide effective support for the Principal in all HR processes including minuting meetings, preparation of documentation and liaison with HR advisers as required. Support for admissions, exclusions and formal complaints
- Complete procedures, all paperwork and information relating to fixed term exclusions, including liaison with LA link and ensuring smooth running of reintegrations and paperwork pertaining to this
- Complete procedures, all paperwork and information relating to permanent exclusions, including organisation of disciplinary hearings and appeals where necessary
- Co-ordinate admissions and liaise with staff, LA and parents on in-year Admissions and direct approaches to the Academy
- Support the senior leader responsible to ensure the smooth running of open events and annual new intake admissions procedures
- Assisting the Principal with admission appeals, liaising with the Clerk and assisting in the preparation of paperwork to be submitted to the independent panel.
- Ensure that the Principal is supported in responding to any formal complaints received in an accurate and timely manner Line Management
- Line manage the Academy receptionist, the senior administrative assistant, the LRC assistant and the Academy support assistant.
- Delegate work to admin staff and manage their workload and output.
- Carry out appraisals and manage the performance of the administrative team.
- Ensure adequate staff levels to cover for absences and peaks in workload.

Any other duties in support of the Academy as reasonably decided by the Principal.

Line Manager:

PRINCIPAL