

JOB SPECIFICATION

Personal Assistant to the Executive Principal

Reports To: Executive Principal

Why	Job Summary - To provide a professional, high level administrative and support service to the Executive Principal. The post holder will also provide administrative support as required for the Senior Leadership Team and manage the student behaviour and exclusions process. - Manage the administration team and Senior HR Administrator. - The post holder will be expected to promote the vision and values of the Trust with all stakeholders including parents, visitors and the local and wider community.		
What	Main Responsibilities - Provide an effective and efficient office support function for the Executive Principal, taking independent and pro-active action where appropriate to resolve administrative matters. - Take responsibility for the Executive Principal’s diary, liaising with relevant parties to organise meetings, appointments and schedules effectively. - Provide full secretarial support in relation to the production of correspondence and records, including word processing, electronic and manual filing systems. - Provide administrative support to the Academy Council. - Use software to assist SLT in the monitoring and record keeping of completed learning walks, work scrutiny and PDR’s - Support the Executive Principal and Senior Leadership team with the organisation and co-ordination of professional development days and in the management and staging of Academy-wide events. - Assist the Executive Principal in preparing reports for HR and take minutes for meetings where needed. - Support the Executive Principal and Senior Leadership Team at major annual events e.g., Open Evenings, Parents Meetings. - Undertaking all aspects of the Academy’s Media and Communications function with the support and supervision of the Trust’s Media and Communication Manager. - Oversight of communication with parents and other stakeholders, I.e., Academy website, newsletter, prospectus, parental email system, etc. - Any other duties deemed appropriate.		
How	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)	
	Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.</i>	Actively promotes the Trust’s ethos internally and externally	
		Reliable and consistent in achieving targets	
		Contribute to the development of a whole academy initiative	
		Reliable and consistent in achieving targets	
		Organises contributors to reach goals and milestones	
		Instils confidence that the objective will be achieved	

		Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children	
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Challenge, influence and motivate others to attain high goals	
		Sets clear objectives and checking for understanding	
		Managerial experience is built upon an understanding of Trust ethos	
		Connects with team members and is accessible to colleagues	
		Motivates and delegates appropriately in order to achieve objectives	
	Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish goals</i>	May provide guidance and supervision on setting tasks	
		Makes medium term plans; anticipates problems and prioritises actions	
		Prioritises own workload to achieve project activities in agreed timeframe	
	Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Actively informs and briefs colleagues within team of developments, challenges and changes	
		Clear, concise and confident when communicating informally both verbally and in writing	
	Problem Solving/Decision Making <i>Able to identify a potential problem; propose and assess solutions and decide upon course of action</i>	Proactive in providing innovative solutions and evaluating alternatives	
		Takes responsibility within the team for making decisions and moving things forward, requires good judgement	
	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfil all spoken aspects of the role through the medium of spoken English.
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You may be required to travel between campuses/sites as

			directed in order to meet the needs of the Academy.
	Education, Qualifications and Experience (EQE)	Essential Educated to GCSE grade C/4 or above in English and Mathematics. Relevant Business and/or Administration qualification and/or equivalent experience. Desirable Working within an educational setting. Excellent ICT skills including the ability to use specialist packages. Excellent numeracy and literacy skills. Good attention to detail. Awareness of customer care.	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
	Data Protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR regulations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.