



Job Title:	PA to Principal / HR Lead
Reporting to:	The Principal
Pay Range:	NJC points 25 – 28
Hours:	37 term time only plus 20 additional days. Paid weeks of 48.3, working weeks 42
Contract Type:	Permanent
Responsible for:	Office Manager & HR Assistant

Job Purpose

To provide a comprehensive Personal Assistant and administrative support service to the Principal and Senior Leadership Team in the school. This is a senior position to ensure the highest quality administration support for the Principal and members of the SLT. The nature of the tasks undertaken will vary depending on the time of year, and the priorities of the Principal.

HR Lead for the school taking responsibility for HR within the School.

Main Responsibilities / key job outcomes

Human Resources:

- Liaise with the Principal and Trust HR lead on HR issues and ensure the implementation of Trust HR policies and procedures in the academy.
- Liaise with the Principal and Trust Team about job descriptions, person specifications and the application of job evaluations as required for key areas of responsibility
- Liaise with Trust HR systems for the school
- Ensure Trust procedures regarding contracts, salaries, pensions, absence management etc (as appropriate) are implemented.
- Oversee the monitoring and reporting of staff attendance to meet the academy and Trust reporting requirements.
- Ensure the Trust absence management policy is implemented and the return to work interview process is co-ordinated and undertaken for areas of key responsibility
- Provide school level information as required for Trust payroll system ensuring that all statutory responsibilities can be met by the Trust
- Maintain confidentiality/sensitive issues at all times
- Point of contact for staff regarding any HR and personal issues and share with Principal for staffing update
- Manage SIMS Personnel to ensure staff details and their contracts/salaries are correct for school and for the annual school workforce census
- Manage SIMS Personnel pay changes/increases and produce reports as and when required for Principal / SLT
- Manage/Refer staff for Occupational Health consultations and record outcomes. Ensure

recommendations made are carried out and re-refer if necessary

- Record staff sickness and produce reports as and when required for Principal and EAT. Manage absence process for staff as per school policy and organise, attend and minute meetings
- Liaise with recruitment agencies
- File/maintain confidential information in personnel files, process paperwork for new starters, leavers, changes to contracts
- Responsible for information on the Single Central Record & ensure DBS certificates are up-to-date along with all vetting checks required, as per Keeping Children Safe in Education
- Attend training courses on Employment Law amendments to keep up-to-date with compliance with internal & external training providers and share with the Principal
- Complete 'Safer Recruitment' online training
- Line manage Admin. Assistant for HR and the Office Manager

PA role:

Organise effective workload prioritisation and personal support for the work of the Principal including:

- First point of contact with people from both inside and outside the school. Receive and welcome visitors on behalf of the Principal
 - To provide an essential link between the Principal and staff and make decisions as to the best point of contact for those wishing to meet or speak with the Principal
 - Ensure the Principal is briefed in advance of meetings with relevant information where necessary
- telephone and email screening
- analysing current priorities and recommending action
- Prepare agendas, take minutes and provide documentation for planned meetings and distribute minutes of meetings
- attend weekly school briefing meetings to provide accurate minutes and briefing notes
- Compile Permanent Exclusion paperwork and liaise with the Local Authority
- planning and maintaining the Principal's diary
- confirming the travel and accommodation arrangements for the Principal and Principal's visitors and colleagues
- Plan and organise internal/external meetings/interviews, ensuring the appropriate information, facilities and refreshments are provided
- Take minutes of various meetings, including confidential, as required by SLT
- Liaise with the Estates Manager regarding any staff accidents to be reported and managed

so that the Principal and the school are provided with an effective and efficient PA service

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

General Accountabilities

- A. So far as reasonably practicable, the postholder must promote safe working practices by employees in school premises / work areas to maintain a safe working environment for employees and service users.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the Excalibur Academies Trust, and its commitment to equal opportunities
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards

Signed: Date:

Print Name: