

### Job Description

<b>Job Title</b>	Personal Assistant to the Principal
<b>Grade</b>	G
<b>Responsible To</b>	Principal
<b>Staff Managed</b>	Receptionists/School Administrators
<b>Job Family</b>	Administration
<b>Job Purpose</b>	To undertake a full range of administrative support services, with minimum supervision. To provide direct, confidential and high-quality support to the Principal and assist the Senior Leadership Team when required. Have specific areas of responsibility for which the postholder will be accountable.
<b>Job Context</b>	Works within the busy environment of the school office managing the administration for the Senior Leadership Team where excellent organisational skills are essential in order to handle the variety of tasks that need to be undertaken.
<b>Accountabilities / Main Responsibilities</b>	
<b>Operational Issues</b>	<ul style="list-style-type: none"> <li>● Take on delegated responsibilities including being the first point of contact for the Principal. Plan and manage the schedule and workload priorities of the Principal.</li> <li>● Type any correspondence for the Principal as required and maintain their diary.</li> <li>● Provide confidential diary support service for the Headteacher, including arranging meetings and staff sessions, as appropriate</li> <li>● Be responsible for a full range of administrative functions, some of a more complex nature.</li> <li>● Supporting the strategic development of the school as required</li> <li>● Allocating work to others within the school office and ensuring competing demands are reconciled.</li> <li>● Booking venues for meetings and giving tours of the Academy to visiting families and visitors.</li> <li>● Provide minute taking and secretarial support at Academy Leadership Team meetings, Wider Leadership Team meetings and governors Standing Committee meetings. This includes being responsible for taking and circulating minutes and ensuring follow up action as appropriate.</li> <li>● Undertake HR administration duties as required with regard to new starters.</li> <li>● Produce standard and individual letters, documents and reports, sometimes of a more complex nature, within set guidelines and prescribed timescales. May be required to deal with and respond to complaints.</li> <li>● Administration for the School Appeals process and attending Appeal hearings with a member of the Senior Leadership Team.</li> <li>● Provide support in planning, developing, monitoring and designing systems, policies and procedures.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>● Dealing personally with telephone enquiries from parents and outside agencies.</li> <li>● Handling all sensitive information and communication with the utmost confidentiality.</li> <li>● Acting as the central point of contact for queries around Admissions to the Academy and assist parents and carers with the admissions process.</li> <li>● Uses discretion when responding to enquiries so as not to commit any breaches of confidentiality.</li> <li>● Publicise and market the school through the media and via the internet</li> <li>● Produce documents for the school e.g. Newsletters, brochures.</li> </ul>
<b>People/Resource Management</b>	<ul style="list-style-type: none"> <li>● Manage a team of admin/finance or other support staff - Oversee and organising their workload as well as participate in the recruitment / induction / appraisal / training / mentoring of the team the post holder is responsible for.</li> <li>● Participate in the school's performance management scheme.</li> </ul>

	<ul style="list-style-type: none"> <li>● Participate in training and other learning activities and performance development as required.</li> <li>● Attend staff meetings and training days and management team meetings by agreement with the Headteacher.</li> </ul>
<b>Partnership or Corporate Working</b>	<ul style="list-style-type: none"> <li>● Ability to give advice and seek information from pupils / parents</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>● Know about data protection issues in the context of your role.</li> <li>● Maintain confidentiality as appropriate</li> <li>● Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report concerns to.</li> <li>● Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>● Responsible for the School staffing database – e.g. entering new staff, lesson observations, target setting.</li> <li>● Undertake data analysis and produce complex reports when required.</li> </ul>
<b>Planning and Organising</b>	<ul style="list-style-type: none"> <li>● Organising catering for school events and Governors meetings.</li> <li>● Gathering, inputting and processing the foundation admissions applications for prospective Year 7 parents with Governors and the School Admissions team.</li> <li>● Ensure the Principal and SLT members are fully prepared for meetings by anticipating requirements and securing appropriate briefings and relevant information. Assist with the preparation of material for presentations and reports.</li> <li>● Creating the School Calendar for the academic year and updating as and when required.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>● To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>● To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>● We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>● Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement.</li> <li>● Develop own understanding of equality issues.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>● Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances.</li> <li>● Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager.</li> <li>● Permanent &amp; significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>● The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>● The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>● Understand your own role and its limits, and the importance of providing care or support.</li> </ul>

### Person Specification

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<b>Responsible To</b>	Principal	
<b>Staff Managed</b>	Receptionists/School Administrators	
<b>Job Family</b>	Administration	
<b>Essential</b>		<b>Desirable</b> (if not attained, development may be provided for successful candidate)
<b>Knowledge</b>		
<ul style="list-style-type: none"> <li>● Sound knowledge of common office practice and procedures</li> <li>● Awareness of issues relating to confidentiality and data security.</li> <li>● Knowledge of a range of computer software packages.</li> <li>● Knowledge of Health and Safety issues</li> </ul>		
<b>Experience</b>		
<ul style="list-style-type: none"> <li>● Experience of working a busy office and providing secretarial support</li> <li>● Experience of working with complex reports or information to tight deadlines</li> <li>● Experience of assessing incoming queries and information and correctly prioritising them Understanding of SEN and child protection issues</li> <li>● Experience of a number of routine administrative work procedures and always seeks to improve existing practices.</li> <li>● Experience in public or private sector finance and administration</li> </ul>		<ul style="list-style-type: none"> <li>● Management Experience</li> <li>● Experience of managing staff</li> </ul>
<b>Occupational Skills</b>		
<ul style="list-style-type: none"> <li>● Ability to work under pressure to deadlines.</li> <li>● Ability to input, understand and present data.</li> <li>● Excellent communication skills at all levels.</li> <li>● Computer literacy, numerate, typing/secretarial skills.</li> </ul>		
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>● CLAIT Plus, ECDL or Level 2 Word Processing</li> <li>● Literacy &amp; numeracy qualification e.g. Level 2 qualification or equivalent</li> </ul>		<ul style="list-style-type: none"> <li>● Level 3 qualification in Business / Finance / Administration or equivalent.</li> <li>● Appropriate first aid training (<i>dependant on the school's needs</i>)</li> </ul>
<b>Other Requirements</b>		
<ul style="list-style-type: none"> <li>● Enhanced DBS clearance required</li> <li>● Requires persuasive, influencing skills for dealing with staff and governors</li> <li>● To be committed to the school's policy and ethos.</li> <li>● To be committed to Continual Professional Development.</li> <li>● Motivation to work with children and young people.</li> <li>● Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>● Attention to detail, neatness and accuracy</li> <li>● Confidentiality</li> <li>● Ability to prioritise conflicting demands and pressures</li> </ul>		<ul style="list-style-type: none"> <li>● Ability to work successfully as part of a team &amp; lead a team</li> </ul>