

JOB DESCRIPTION

POST TITLE: PA to Leadership Team and Communications Manager

OVERALL PURPOSE OF THE POST

The main purpose of the role is to provide a confidential and personal service to the Principal and Leadership Team, carrying out a range of administrative tasks, including maintaining an efficient running of calendars and academy events. The post-holder will also lead on communications, to include internal/external communications and the academy website and social media.

MAIN DUTIES AND RESPONSIBILITIES

PA to the Leadership Team

- Provide effective and efficient administrative support to the Leadership Team, including drafting papers, correspondence, reports, letters, research and collating information, filing/storage, photocopying etc. (include hard copy and electronic records)
- Management of all telephone and in-person enquiries to the Principal and Leadership Team, including signposting as appropriate
- Arrange and facilitate meetings as directed by the Principal and Leadership Team, including those of a confidential nature
- Attend meetings as directed by the Principal and Leadership Team, to take minutes and document information and action points. Circulate minutes and agendas as appropriate.
- Manage the external appointments and meetings diary for the Principal and Leadership Team.
- To manage external and parental phone calls to the Principal/Leadership Team, being a first point of contact, ensuring they are dealt with in a timely and professional manner
- Handle all confidential information with discretion
- Support with the co-ordination of academy events, as directed by the Principal and/or Leadership Team
- Support the Principal and Leadership Team with recruitment in line with safer recruitment requirements
- Contribute to the wider academy administrative team as required
- As part of a wider team of trained first aiders, provide first aid support as the need arises ensuring accurate recording/reporting and adherence to guidance (training will be provided).
- Administer medication to student as directed (e.g. prescription medication and/or pain relief), ensuring accurate recording/reporting and adherence to guidance and consent forms (training will be provided).

Communications Manager

- To liaise with the Principal/Leadership Team regarding external communications and regular media updates.
- Support with the production of high-quality promotional matter including newsletters and communications to parents/carers, including liaising with colleagues as appropriate
- Manage and maintain the academy website, ensuring compliance with statutory requirements and ensuring that published information is kept up-to-date
- In liaison with the Principal/Leadership Team, update and monitor academy social media streams, ensuring the academy is promoted effectively and professionally via ICT platforms, adhering to data protection procedures
- Provide administrative support with any external academy communications management

OTHER

All ACET staff are expected to:

- Appropriately maintain the confidentiality of the working environment;
- Promote and support the aims, ethos and vision of the academy/trust;
- To comply with all ACET policies and procedures;
- To comply with all statutory guidance as relevant for their role, including the Health and Safety at Work Act 1974;
- Work in a flexible manner, undertaking any reasonable duties commensurate with the salary and grade of the post.
- Work in other ACET academies, as required (with travel payment if appropriate).

The purpose of this job profile is to provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.