



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

JOB DESCRIPTION

Job Title:	Personal Assistant to the Principal/SLT		
Base:	Eden Girls School - Coventry		
Reports to:	Principal/Head of Business & Finance	Grade:	S7 SCP 30-34
Staff Responsibility for:	N/A	Salary:	£27,358 - £30,756 Pro Rata
Additional:		Term:	Permanent Full Time, Term time plus 4 weeks

JOB PURPOSE

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY

1. Provide a personal assistant service to the Principal, dealing with enquiries, coordinating and progressing agenda items and pursuing individual and organisational issues on behalf of the Principal
2. Act as an ambassador for the Academy and Principal in all matters and supporting the Principal to communicate positively at all times with all external partners and Trust colleagues.
3. Provide support to the Senior Leadership Team when requested by the Principal.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1 Support for the Principal

- 1.1 To act as Personal Assistant to the Principal, supporting in the delivery of his/her responsibilities
- 1.2 To manage the Principal's office to ensure that effective and professional support is provided
- 1.3 To maintain a strategic awareness and understanding of the work of the Principal and Senior Leadership Team
- 1.4 To manage the Principal's diary and coordinate with other members of the SLT
- 1.5 To manage the scheduling of the Principal's workload to ensure that priorities are achieved in accordance with agreed timescales and s/he is prepared for all meetings
- 1.6 To coordinate and progress information and work items on behalf of the Principal

- 1.7 To liaise with the Trust, LA, DFE and other agencies to support the work of the senior leadership team
- 1.8 To schedule and support the production of reports to a variety of internal and external bodies
- 1.9 To liaise and coordinate with internal and external contacts
- 1.10 To manage and resolve complex telephone and face to face enquiries in accordance with Academy policies and procedures
- 1.11 To deal with and maintain records of complex and sensitive enquiries, ensuring accurate and timely responses
- 1.12 To support the Principal in the management of external complaints and enquiries
- 1.13 To prepare notes as required by the Principal
- 1.14 To ensure office systems and processes are efficient and effective, including screening of phone calls, management of mail and email, dealing with all correspondence, preparing for meetings, organisation of hotel bookings and travel arrangements
- 1.15 To act as the Clerk to the Governing Body and work closely with Governors
- 1.16 To attend and participate in relevant meetings, as required
- 1.17 To lead the arrangement of meetings, organise the Principal's diary and draft letters on behalf of the Principal
- 1.18 To lead the organisation of SLT meetings and undertake the minuting duties of such meetings as necessary
- 1.19 To take notes in appropriate meetings with staff and/or parents and to act as a witness.
- 1.20 To assist in the preparation and production of materials such as Academy Improvement Plans. To develop, modify and improve systems and processes where appropriate
- 1.21 To undertake personal development through training and other learning activities including performance management
- 1.22 To promote excellence, equality and high expectations amongst staff, students, families and community partners
- 1.23 To work within the agreed policies and procedures of the Trust, Academy and Governing Body.
- 1.24 To liaise with parents/carers, outside agencies and staff as appropriate
- 1.25 To carry out all other reasonable duties commensurate with the post as required by the Principal

2 Support for the Academy

- 2.1 To play an active part in the Academy duty rota, supervising students out of lesson times as required.
- 2.2 Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- 2.3 Participate in training and other learning activities and performance development as required
- 2.4 Attend and participate in regular meetings
- 2.5 Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- 2.6 To support, uphold and contribute to the development of the Trust's policies and practices in respect of both employment issues and the delivery of services to the community

3 Responsibilities for Resources, Assets and Materials

- 3.1 To maintain the confidential nature of information relating to the Academy, its staff, students, parents, examinations, assessment, governors, etc.
- 3.2 Responsible for the safe keeping of office equipment and computers hardware and software and ensuring compliance with the requirements of the Data Protection Act/GDPR
- 3.3 Access to confidential information of a sensitive nature. To regard specific documents as confidential and to manage this information sensitively

4 Other Responsibilities

- 4.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 4.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 4.3 Contribute to the wider life of the Trust and the Star community.
- 4.4 Carry out any such duties as may be reasonably required by the Trust.

5 Records Management

- 5.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	Evidence of continuing professional development.	E	✓	
2.	5 A*-Cs at GCSE including English and Maths.	E	✓	
3.	A Levels or equivalent qualification in school or business administration	D	✓	
EXPERIENCE				
4.	Experience of working in a senior administrative role.	E	✓	✓
5.	Producing marketing materials and publications.	D	✓	✓
6.	Developing and using Monitoring and evaluation procedures.	D	✓	✓
7.	Working within an educational setting	D	✓	✓
8.	Experience of successful project management and delivery.	D	✓	✓
9.	Experience of minuting meetings and undertaking follow up actions.	E	✓	✓
10.	Organising conferences and events.	E	✓	✓
11.	Experience of undertaking a PA role for a senior leader.	E	✓	✓
12.	Experience of liaising with committees, statutory bodies or external agencies that provide oversight.	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
13.	Administrative procedures and practices.	E	✓	✓
14.	Wider children's services agenda.	D	✓	✓
15.	Management Information Systems.	E	✓	✓
16.	Ability to work with a variety of partners and key stakeholders in an effective manner.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
17.	Proven team-working skills.	E	✓	✓
18.	Excellent communication skills including the ability to produce concise and accurate written reports.	E		✓
19.	Ability to analyse data and produce management information.	E		✓
20.	Ability to deliver assigned projects on time and within budget.	E	✓	✓
21.	Ability to monitor and evaluate projects against criteria.	E	✓	✓
22.	Excellent organisations skills and ability to prioritise conflicting requirements.	E	✓	✓
23.	Strong interpersonal skills.	E	✓	✓
24.	Good IT skills to enable use of Microsoft Office products.	E	✓	✓
25.	Research skills.	E	✓	✓
26.	Organisational skills with a systematic and methodical approach to work.	E		✓
27.	Ability to remain calm under pressure and deal sympathetically with all stakeholders.	E		✓
PERSONAL QUALITIES				
28.	A caring approach and inclination to handle difficult situations in a sensitive and confidential manner.	E	✓	✓
29.	Awareness and sensitivity to be able to work successfully within an education environment and to work effectively with schools and other agencies.	E	✓	✓
30.	A commitment to equality of opportunity and fairness.	E	✓	✓
31.	A willingness to work outside normal office hours.	E	✓	✓
32.	Reliable in terms of attendance, punctuality and ability to work to challenging deadlines.	E	✓	✓
33.	Co-operative team worker, adopting a flexible and supportive approach in the workplace.	E	✓	✓
34.	Highly motivated, decisive and confident approach.	E	✓	✓
35.	A passionate belief in the school's mission statement	E	✓	✓
36.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'	E	✓	✓
37.	A strong commitment to the Trust value of 'Service'	E	✓	✓
38.	A strong commitment to the Trust value of 'Teamwork'	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
39.	A strong commitment to the Trust value of 'Ambition'	E	✓	✓
40.	A strong commitment to the Trust value of 'Respect'	E	✓	✓
41.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity	E	✓	✓
42.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment	E	✓	✓