

JOB PROFILE

Job Title	SENIOR LEADERSHIP TEAM PA
Responsible to	Principal
Key responsibilities	<p>This exciting role represents a great opportunity for the right person to support the SLT in their drive to maintain an outstanding school. As the SLT PA you will be responsible for the following tasks:-</p> <ul style="list-style-type: none"> • Confidential secretarial, administration and clerical duties relating to all aspects of the SLT's work including management of diary, correspondence and organising conference bookings. • Be responsible for the SLT's administrative filing and office organisation. • Take minutes of staff meetings as required and produce minutes. • Operate school computerised Management Information System. • Produce reports and type documents as required. • Photocopying as required. • Manage hospitality – refreshments for SLT's visitors and other meetings. • Back up for PAL / CAL administration. • Parent communication via email and text. • Carry out any other duties as directed by the SLT. • Back up for other roles as required. • Whilst every effort has been made to explain the main duties and responsibilities for this post, each individual task undertaken may not have been identified and a degree of flexibility will be required.
Priorities	<ul style="list-style-type: none"> • Ensure full support to the Senior Leadership Team.
Personal Qualities	<ul style="list-style-type: none"> • Excellent interpersonal communication skills as well as first class written skills are essential. • Smart appearance. • Confident dealing with senior figures from County and National Education. • Calm, confident personality and sound judgement. • Have proven organisational skills and be able to work independently, observing tact, confidentiality and discretion at all times. • Able to prioritise work, cope with competing deadlines and use initiative in a variety of situations • Excellent IT skills and high level of competency with Microsoft Office. • The ideal candidate will have a good sense of humour and enjoy working in a school.
Training	<ul style="list-style-type: none"> • Training will be provided in school and there will be the opportunity to attend appropriate courses

Salary	Weydon Pay WA5 £20,782- - £24,540 (Pro rata = £17,715-£20,919) Staff who are employed to work during term time only, or for some other specified number of weeks throughout the year, receive an annual salary based on the number of weeks for which they are employed plus the normal annual and public holiday entitlement. Annual salary for such staff is calculated by multiplying the number of hours worked per year by the full time salary at the point on the salary spine at which the member of staff is currently paid and dividing this figure by a "denominator" of 1647 based on a 36 hour full time working week.
Hours	36 hours per week over 5 days. 08.30 – 16.00 [39 weeks - term time plus 1 week per year]