

PA to Principal

School: Lea Valley Academy

Address: Bullsmoor Lane, Enfield, EN3 6TW

Telephone: 01992 763666

Salary: Actual Salary Range: - £33,282 to £35,991 inc. (Scale PO1)

Hours: 36 hours per week x 52 weeks per annum (Mon – Fri)

Contract type: Permanent

Required from: January 2019, or sooner

RESPONSIBLE TO: Principal

Core purpose:

- to provide courteous, efficient and confidential administrative support to the Principal
- to organise and supervise administrative systems within the academy
- to administer the recruitment process for the academy

Main Duties and Responsibilities

Strategic work of the Principal:

Staff recruitment

- To administer the recruitment process for teaching and associate staff: drafting and posting advertisements and candidate packs; processing applications received; organising interview schedules and liaising as necessary with candidates; supporting the organisation of interviews; obtaining references; preparing offers of employment; ensuring all checks are completed prior to employment commencing and submitting all paperwork to the LA/Personnel Department.
- To have sole responsibility for managing the recruitment of overseas trained staff. This involves the application of specialist knowledge about the law relating to the employment of overseas trained teachers and the sponsorship arrangements. The post holder is responsible for liaising with the Border Agency.
- To maintain the recruitment section of the academy website.

Personnel/HR

- To manage and administer all contract changes for teaching and support staff distributing letters to relevant parties and submitting paperwork to LA/Personnel department.
- To maintain electronic records for all teaching and support staff on SIMs and the Single Central Record. This requires the application of specialist knowledge and the law relating to recruitment, barring, spent convictions and legislation that affects the employment of those who work with children.
- To administer a range of HR services including advising staff on such matters as maternity leave entitlements, paternity leave entitlements, leave of absence (paid and unpaid).
- The post holder has responsibility for carrying out risk assessments for pregnant women and ensuring staff returning to work after an OHS assessment have a risk assessment completed and kept on file. The post holder is responsible for monitoring the implementation of any OHS recommendations agreed by the Principal.
- To monitor staff attendance, providing reports to the Principal and to initiate referrals to OHS, managing the referral process, taking responsibility for the implementation of the Managing Absence policy.
- To act as the first point of contact for issues over salary for staff. This involves receiving requests for clarification and liaising with personnel services to address and resolve the issue.

- Having sole responsibility for managing the Personnel database so that there is an accurate reconciliation of pay statements with budget.
- To manage the production of the annual salary statements for all staff.
- To coordinate staff disciplinary meetings and ensure safe receipt of paperwork by all relevant parties in line with LA policies. Recording and minuting disciplinary meetings chaired by the Principal.

Performance management system/appraisals

- To administer the performance management system;
- This involves receiving all performance management reports and lesson observations, storing the documents, maintaining a register of documents received, issuing reminders to appraisers and keeping track of the school-wide system.

The Trust Board

- To ensure all relevant paperwork is sent to the Trust Board prior to committee meetings liaising as appropriate with the Chair and the Principal.
- Liaise with The Trust Board to set up Committee meetings and Discipline Panels;
- Administrative duties relating to all aspects of The Trust Board work as directed by the Principal;
- To clerk panels and complete the relevant LEA documentation as required.

Other

- To deal promptly and efficiently with the Principal's post. To open, date stamp, prioritise, filter and log all post, ensuring that all correspondence is answered and copied/directed as appropriate to the responsible member of staff. To bring to the Principal's attention any urgent/confidential post.
- To type letters, emails, reports and input data for the Principal as necessary.
- To ensure that the Principal's attention is drawn to potentially high priority issues.
- To liaise with school staff, Trust Board, students, parents and external organisations/agencies on behalf of the Principal.
- To prepare reports to stakeholders.
- To liaise with senior members of staff to co-ordinate responses to whole school requirements.
- To attend all meetings of the senior team and take formal minutes including agreed actions with timescales and distribute as quickly as possible.
- To effectively organise the Principal's meetings: prepare and distribute agendas for the Principal prior to the meeting; collate papers to take to meetings, ensuring the Principal is well briefed and prepared for the meetings; provide resources and refreshments; take accurate minutes highlighting actions, distributing the minutes of meetings as quickly as possible and other tasks as required by the Principal.

Administrative tasks:

General

- To provide administrative support for the Principal in an efficient and effective manner, maintaining confidentiality at all times.
- To manage the Principal's diary, keeping it up to date on a daily basis, to make appointments, arrange meetings, identify possible clashes and rearrange meetings when necessary, informing the Principal and relevant staff of any changes. Maintain a forward filing system.
- To maintain the Principal's filing system, ensuring all filing carried out promptly and accurately, archiving/creating new files where necessary.

Student exclusions

- To be responsible for all administration relating to student fixed term and permanent exclusions including letters to parents, LEA documentation and logging on the SIMs student record.
- To arrange permanent exclusion hearings, distribute papers and inform the LA and Trust Board, in line with the LA policies.
- Be the gatekeeper to all exclusions.
- Ensure the DfE Exclusion Guidance is adhered to and advise the Principal accordingly.

School Calendar and Events

- To be responsible for producing the school calendar and events.
- To input all school events onto the central electronic school calendar and update through the year.
- To ensure the SIMS diary is kept up to date for staff information.

Staff weekly bulletin and half termly newsletter to parents

- To be responsible for issuing the staff weekly bulletin.
- To be responsible for issuing the half termly newsletter to parents.

Hospitality and visitors:

- To meet and greet visitors and ensure visitors without appointments are screened and dealt with appropriately.
- To manage the hospitality requirements of the Principal and her guests and visitors.
- To answer and screen all telephone calls to the Principal, dealing with all callers in a professional manner, taking accurate messages and ensuring the Principal receives messages as soon as possible.

Other Duties

- Undertake any other duties reasonably requested by the Principal.
- To uphold and further the Academy's equal opportunities policy and to carry out duties effectively and without discrimination.
- To act at all times in accordance with Academy's policies and to provide a professional role model for pupils, parents and other staff.

PERSON SPECIFICATION

Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Educated to at least A level standard 	<ul style="list-style-type: none"> ▪ Educated to degree level ▪ Secretarial qualification
Experience	<ul style="list-style-type: none"> ▪ At least 3 years proven experience of working as a Personal Assistant ▪ Experience of taking minutes at meetings ▪ Experience of working with pace and urgency, being energetic, enthusiastic and decisive 	<ul style="list-style-type: none"> ▪ Experience of working in a school
Knowledge	<ul style="list-style-type: none"> ▪ Understanding of education and how schools work ▪ High standard of literacy ▪ Advanced knowledge of Microsoft Office including mail merge and Outlook 	<ul style="list-style-type: none"> ▪ Knowledge of SIMS
Skills	<ul style="list-style-type: none"> ▪ Fast and accurate word processing ▪ Proficiency at taking dictation and minutes speedily ▪ Excellent organisational and administrative skills ▪ Ability to prioritise to meet a range of deadlines simultaneously ▪ Effective written and verbal communication skills ▪ High level of attention to detail ▪ Impeccable telephone manner (ability to deal with angry and upset callers) 	<ul style="list-style-type: none"> ▪ Touch typist ▪ Shorthand
Personal qualities	<ul style="list-style-type: none"> ▪ Highly efficient, meticulous, punctual and reliable ▪ Ability to work as part of a team and independently ▪ Exceptional interpersonal skills ▪ High level of emotional intelligence, emotional resilience, honesty and professional integrity ▪ Sense of humour and optimism ▪ 'Can do' attitude ▪ Ability to use judgement to anticipate and resolve problems independently, or refer them to the Principal ▪ Commitment to the Academy's aims and values ▪ The ability to work with highly confidential matters, with high standards of discretion, trust and judgement ▪ Willingness to undertake training eg safeguarding 	<ul style="list-style-type: none"> ▪ Wide and varied interests