

Job Description

Post Title:	PA to Principal
Grade:	£33,627 - £35,071 (Full Time Equivalent) £30,503.05 - £31,812.90 (part time actual, term time plus 2 weeks per annum)
Responsible to:	Principal

Job Purpose

- To provide strategic and general administrative support to the Principal and to the HR Director

Duties and Responsibilities

To undertake the following with minimal supervision:

1. Providing personal assistance to the Principal

- Managing and directing communications with the Principal which will involve:
 - To set-up, organise and maintain the Principal's electronic diary including
 - Planning and communicating diary commitments on a timely basis
 - Co-ordinating arrangements for meetings, including refreshments and minute taking where appropriate.
 - Organising travel arrangement for the Principal
 - To set agendas and take minutes at Senior Leadership meetings
 - Take minutes at staff briefing sessions
 - Take minutes at Middle Leader meetings
 - Take minutes as directed
 - Dealing with correspondence including distribution and drafting responses
 - Responding appropriately to phone calls, emails and personal enquiries
 - Updating enquirers on matters being dealt with by the Principal

- To produce letters, compile reports for the Principal and produce other documents and returns as required
- To liaise with individuals and agencies over confidential matters relating to students, parents and staff
- To work closely with the PA to the Executive Principal

2. Providing assistance to the HR Director

- Assisting in the administration of the recruitment and assessment process which will involve:
 - Assist in the co-ordinating resources and people for assessment days;
 - To fulfil the role of test administrator during recruitment and assessment days
 - Liaising with short listed candidates and ensuring the timely receipt of references prior to interview;
- Assisting in the administration of the absence management process which will involve:
 - Entering absence data onto SIMS and running individual and organisation reports for the HR Director
 - Issuing the relevant documentation to individuals and managers relating to absence
 - Liaising with the Principal, Executive Principal and HR Director in the organisation of return to work meetings and formal review of absence meetings;
 - To take minutes a meetings convened on a formal basis under the Academy's formal HR procedures
 - Liaising with the HR Director and planning and organising home visits for long term absence employees
- To work closely with the HR Manager on other specific HR matters as and when required

3. Other

- Undertake occasional duties outside of normal working hours, by prior arrangement e.g. assisting the Principal at Academy evening and weekend events (e.g. parents and open evenings, taster days etc.).

- Carry out such other duties within the competence of the post holder which may be required, reasonably, from time to time as directed by the Principal and or HR Director.

Additional Responsibilities

- Duties may vary from time to time without changing the general character of the position or the level of the responsibility entailed.
- At all times the post holder must adhere to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy
- Uphold the policies of the Academy ensuring, for example, that the Academy's Behaviour and Discipline policy, so that good order and discipline are maintained.
- Demonstrate high levels of professionalism in the accurate completion of the administration needs of the role, meeting all deadlines.
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy.
- Participate in staff training and development.
- Attend team and staff meetings.

Key Organisational Objectives

The post holder will contribute to the Academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- The Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
- At all times operating within the school's Equalities policies demonstrating commitment and contribution to improving standards of attainment.
- Adopting customer care and quality assurance initiatives.
- Fulfilling the role of mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

Support Role appointments at COLAI are subject to an enhanced Disclosure and Barring Service check, two satisfactory references and medical clearance.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the Academy Equalities Policies.

Date of issue:

Signature of Post holder:

Signature of Principal:

Person Specification

Job Title: PA to Principal

	Essential	Desirable
Qualifications		
5 GCSE (or equivalent)	<input type="checkbox"/>	
Grade A-C GCSE (or equivalent) in English Language	<input type="checkbox"/>	
NVQ Level 3 (or equivalent) in business administration		<input type="checkbox"/>
NVQ Level 2 (or equivalent) in business administration	<input type="checkbox"/>	
Educated to degree level of equivalent		<input type="checkbox"/>
A Level 2 qualification in HR or similar		<input type="checkbox"/>
Experience		
Between 2 and 5 years of experience in a broadly comparable personal Assistant or similar role	<input type="checkbox"/>	
Between 2 and 5 years of experience of using proprietary computer based office software products in a broadly comparable administrative role	<input type="checkbox"/>	
Experienced in the management and prioritisation of diary and time access for one or more senior executives	<input type="checkbox"/>	
Experience of using, setting up, maintaining and developing administrative systems		
Experience of using the Education database system SIMS		<input type="checkbox"/>
Experience of working with members of the general public		<input type="checkbox"/>
Experience of working within a school		<input type="checkbox"/>
Skills		
Exceptional planning and organisational skills	<input type="checkbox"/>	
Well-developed keyboard skills (e.g. touch typing)	<input type="checkbox"/>	
Highly competent user of at least one proprietary computer based office software email product	<input type="checkbox"/>	
Highly competent user of Microsoft Outlook		<input type="checkbox"/>
Competent user of at least one proprietary computer based office software internet browser and search engine	<input type="checkbox"/>	
Competent user of Internet Explorer and/or Chrome and Google		<input type="checkbox"/>
Proven track record of attention to detail and accuracy	<input type="checkbox"/>	
Highly competent user of at least one proprietary computer based office Word Processing email product	<input type="checkbox"/>	

Highly competent user of Microsoft Word including mail merge		□
Competent user of at least one proprietary computer based office software Desktop Publishing product	□	
Competent user of Microsoft Publisher		□
Competent user of at least one proprietary computer based office software spreadsheet and or database product	□	
Competent user of Microsoft Excel including to the ability to produce reports and statistics		□
Competent user of at least one proprietary computer database product	□	
Competent user of SIMS including to the ability to produce reports and statistics		□
Advanced administrative skills	□	
Well-developed personal organisational and time management skills including the ability to prioritise own workload and the	□	
Able to work with minimal supervision and to use initiative	□	
Well-developed written and verbal communication skills	□	
Able to communicate effectively and tactfully with a wide range of people	□	
Ability to develop good relations with staff and pupils and the wider school community	□	
Ability to work under pressure to deadlines while maintaining a positive, professional attitude	□	
Ability to work hard under pressure while maintaining a positive, professional attitude	□	
Ability to organise and prioritise workload and work on own initiative	□	
Personal Qualities		
Well-presented and skilled in the meeting, greeting and hosting Academy guests, visitors and job candidates from a wide range of backgrounds	□	
Detail conscious	□	
Equal Opportunities		
Understanding of different social backgrounds of students		□
Understand the needs of bilingual students		□