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| **JOB DESCRIPTION** |  |

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| **Newbury Academy Trust** | **Location: Newbury** |
| **Job Title: PA to the Executive Headteacher** | **Grade/Salary Range: G** |
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| **JOB OVERVIEW** |
| It is understood that the Executive Headteacher’s PA is one of the most challenging roles within any Trust. It is a senior position, requiring high levels of tenacity, resilience and flexibility.It is the Executive Headteacher’s job to maintain standards across all aspects of the Trust’s work. A key function of the PA is to support this and to ensure the integrity of the office of the Executive Headteacher is uncompromised. A major consideration of this is the maintaining the confidentiality of all tasks, calls and correspondence as well as being the public face of the Trust. |

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| **MAIN DUTIES AND RESPONSIBILITIES** |
| * To provide comprehensive and effective support to the Executive Headteacher in the many diverse functions of their role in leading and managing a large and successful Trust, and at all times ensuring the promotion of an efficient, confidential, courteous and professional image.
* To be responsible for and manage the Executive’s calendar, diary, post, telephone, email and other communication ensuring the most effective use of the Executive Headteacher’s time.
* To respond to communication by e -mail, telephone or letter, orally or by written communication, complicated or sensitive information with a range of audience as deemed appropriate.
* To act as clerk and minute taker for meetings which the Executive Headteacher attends as required.
* To receive the Executive Headteacher’s incoming telephone calls, responding to queries and providing general information about the Trust if appropriate. .
* To receive and welcome visitors to the Executive Headteacher ’s office in a professional matter, providing hospitality as required.
* Working independently but as directed by the Executive Headteacher to take responsibility for the preparation and compilation of formal correspondence, reports, emails, mail merges, spreadsheets, databases and presentation (using the full suite of Microsoft Office).
* To review and develop administrative systems, undertake research, obtain and disseminate information to others, establishing and managing an effective filing system for the Executive Headteacher.
* To proof-read documents ready for distribution.
* To work closely with finance and HR with regard to staffing matters.
* To acknowledge the need for and practice confidentiality, in regard to handling sensitive information pertaining to students, staff or Trust matters/issues.
* To liaise with the Clerk of Governors as required and manage the administration process of all escalated complaints to the Governing Body.
* To provide administrative support to the Senior Leadership Team including

co-ordinating meetings, setting agendas, notifying attendees and typing minutes.* To support in the production of a wide range of detailed, complex, statutory or specialist documents to a high standard of accuracy and within tight timescales to ensure the needs of the Leadership Team are met.
* Undertake general administrative and secretarial duties as required.

**Other Responsibilities*** Oversight of individual projects as directed by the Executive Headteacher.
* Support the vision and the overall aims of the Trust.
* To be aware of the Trust’s duty of care in relation to staff, students and visitors and to comply with the health and safety policies at all times.
* To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professional of the academy.
* To be aware of and comply with the code of conduct, regulations and policies of the Trust and its commitment to equal opportunities.
* Act in a courteous way at all times in communications with both colleagues and other stakeholders.
* To contribute to whole Trust events (i.e. Open Days) as and when required.
* Develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support the development of the Trust.
* To carry out any other reasonable duties or requests that are in keeping with this post or as may be determined from time to time by the Executive Headteacher.
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| **PERSON SPECIFICATION** |  |
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| **Job Title: PA to the Executive Headteacher** | **Newbury Academy Trust** |
| **Reports to: Executive Headteacher** | **Location:** Newbury |
| \* E = Essential Criterion (required at point of recruitment) D = Desirable Criterion (can be developed over time) |   |
| **KEY CRITERIA \* E/D ?**  |
| **Qualifications & Knowledge*** Knowledge of and ability to use the Microsoft Office suite – Word (especially advanced features such as mail-merge), Excel, Outlook, Publisher - at intermediate level or above.
* Audio typing experience/qualification.
* A level or equivalent standard of education.
* Recognised business/secretarial qualification.
* Ability to use SIMs database.
 | EssentialEssentialDesirableDesirableDesirable |
| **Experience, skills and abilities*** Substantial experience of working as a Senior PA in an office environment.
* Experience of working in an academy/school environment.
* Excellent communication and organisational skills.
* Ability to interpret varying situations tactfully and solve problems on a day to day basis.
* Ability to work independently and use initiative.
* Ability to cope within a fast paced environment and deal with conflicting demands, deadlines and interruptions.
* Effective time management skills including attendance and punctuality.
* Ability to conduct role in a tactful, diplomatic and approachable way, maintaining and high level of confidentiality at all times.
 | EssentialDesirableEssentialEssentialEssentialEssentialEssentialEssential |
| **Work-related Personal Qualities** * Take pride in the accuracy, presentation and layout of work.
* Be flexible, calm under pressure and able to meet tight deadlines.
* Integrity, reliability, tact and self-confidence.
* Be self-motivated and proactive.
 | EssentialEssentialEssentialEssential |
| **Other Work-related Requirements*** Suitability to work with Children
 | Essential |