

Job Description

Post Title:	Assistant to Principal		
Department:	Christ Church (Erith) C of E Primary School	Grade:	BEX06
Responsible to:	The Principal		
Responsible for:	No supervisory responsibility		
Functional links with:	The Principal, School Staff, Pupils, Parents, Representatives from Outside Agencies and the Public		

Main purpose of the job:

To provide a high standard of professional administrative support as PA to the Principal in order to ensure the smooth running of their activities and those of the school.

To provide secretarial support for key members of the Senior Leadership Team (SLT).

This is a new job profile for a new post and will be subject to review with the post holder and line manager from time to time.

Major Duties and Responsibilities:

To Plan and maintain the Principal's diary and be responsible for entering all appointments and assisting the Principal to manage her time efficiently and effectively

Proactively schedule and facilitate meetings, to include the preparation and circulation of agendas and supporting information as well as minute taking and provision of refreshments

Support the Principal and the Senior Leadership team in arranging school events, e.g. Parents' evenings, visit days and any such key school event

Be proactive in answering correspondence and making phone calls on behalf of the Principal

To produce accurate and high quality school publications, letters, policy documents, briefing papers, reports, presentations etc., as required

To investigate and gather information as required, to enable the Principal to make informed decisions.

To carry out all other general administrative duties including word processing/typing, expense processing, filing, photocopying etc. which fall within the scope of this role.

Maintaining the Principal's paper and electronic filing system

Maintain strict confidentiality at all times to include the management of confidential documents

Provide cover for other admin staff when required

Organise and collate paperwork for Human Resources activities

Liaise with Trust Executive Assistant in relation to Cross Trust Activities

Organise and collate paperwork for the finance department

Prepare documentation for meetings including governors meetings.

Undertake any other reasonable, similar duties commensurate with the level of this post as required by the Principal

Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none">• Able to communicate effectively, both verbally and in writing• Excellent IT skills, including working knowledge of all Microsoft Office applications• Experience of office administration including organisation and diary-management	<ul style="list-style-type: none">• Experience of working in a school or a good understanding of school processes and procedures• Experience of acting in a PA role in a busy environment with rapidly changing priorities.
Qualifications	<ul style="list-style-type: none">• GCSE A* - C English and Maths or equivalent	
Knowledge and Skills	<ul style="list-style-type: none">• Meticulous planning, organisational and diary-management skills• An ability to work independently• Dynamic and pro-active approach; ability to work under pressure and take initiative	<ul style="list-style-type: none">• Knowledge of school procedures and practices so that internal and external enquirers can be dealt with effectively
Personal Qualities	<ul style="list-style-type: none">• Integrity, discretion and confidentiality• High level of enthusiasm, commitment and determination• Proactive and flexible approach to work being responsive, empathetic and supportive to all within the school• Hard working and enthusiastic presenting a professional manner at all times• Possess a sense of humour and the ability to be able to multi-task work with energy and enthusiasm	

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