**Northern Education Trust – Job Description**

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| **Job Title:** | Personal Assistant to the Principal / Office Manager  |
| **Base:** | Academy |
| **Reports to:** | Principal  | **Grade:** | NJC SCP 23 - 26 |
| **Service responsibility:** |  | **Salary:** |  |
| **Additional:** |  | **Term:** | 37 Hrs, 41 Weeks |

**JOB PURPOSE**

* To provide efficient and effective support to the Principal as required;
* To work proactively, innovatively and responsively to provide excellent administration support to the academy administration office;
* To line manager Office Staff;
* To build and develop relationships with staff at all levels.

**JOB SUMMARY**

1. Organise and minute take at Academy Council and SLT meetings, to provide confidential administrative support to the Principal, as well as being an active participant in the meetings;
2. Prepare reports as and when required by SLT;
3. Line management responsibility of the academy’s administration function, including performance and operational management;
4. Assist SLT with the implementing and monitoring of Performance Management;
5. Matrix management of all academy support staff as and when required to ensure work for the Principal is completed;
6. Manage the administration of exclusion letters, relevant documentation and arranging student discipline meetings;
7. Receive, prioritise and forward the Principal’s correspondence, including telephone calls, e-mails and post;
8. Maintain an accurate Single Central Record for the academy and ensure that all relevant information for new staff is checked and recorded;
9. Organise and maintain effective filing systems, both paper and electronic, to provide an efficient working environment;
10. Prepare termly events calendar and liaise with staff on the production of the information packs for school events;
11. Oversee the input and monitoring of holiday requests data for support staff;
12. Carry out performance management for Office Staff
13. Build relationships and liaise with the Local Academy Council and Group Directors on appropriate matters;
14. To comply with academy safeguarding procedures at all times and liaising with the safeguarding coordinator over any safeguarding concerns;
15. To comply with the academy policies and procedures at all times.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: …………………………………… Date: ……………………………….