

## Job Description

**Academy :** Leeds East Academy  
**Job Title:** **PA to the Principal**  
**Grade:** C1.22 – C3 .28 £21,074 - £25,463 All year round, 37 hours per week.  
**Accountable to:** Principal

### Role:

To provide a confidential secretarial service to the Principal, ensuring that the Principal is briefed for all meetings with relevant correspondence, documents/presentations and that the Principals diary is kept up to date and accurate.

To undertake any other appropriate duties, as requested by the Principal / Academy Business Manager, to assist with the efficient running of the School's support services.

*NB: All post-holders at The White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the Academy. The five principles of the Children's Act: Every Child Matters guide the work of every adult working at or associated with Leeds East Academy.*

### PA Responsibilities:

- To initiate, organise and manage all aspects of the senior leadership team's business to ensure the effective running of the Academy
- To respond to emails, written correspondence and telephone calls on behalf of the senior leadership team as requested, using own initiative to take action on standard administrative and secretarial matters
- To deal with enquiries from parents, students, staff, governors, external organisations including feeder schools and prospective parents and pupils, on a wide range of issues
- To act as the first line of response to other internal and external enquiries directing them to other internal staff as appropriate
- To work closely with the senior leadership team, including arranging appointments, organising meetings and events and managing the senior leadership team's diaries.
- To meet and greet visitors, interview candidates and other Academy guests and arrange any hospitality required
- To produce high quality reports, letters and other correspondence for the senior leadership team
- To collect, open, sort and distribute the Principal's post and outgoing correspondence
- To develop and maintain a suitable filing system for SLT as appropriate to meet need.
- Maintain the Teaching and Learning database ensure it is up to date as well as overseeing the filing and admin responsibilities

- Following each data collection, maintain the updates of the Academy Development Plan received from Data Manager and forward to staff, governors and external agencies as requested
- To develop and maintain a bring-forward system for correspondence and review of pending files on a regular basis for the senior leadership team ensuring that the senior leadership team has all relevant documentation when attending meetings
- Develop and maintain the LEA Staff Calendar
- To carry out photocopying and preparation of material for the senior leadership team as required
- To assist with the organisation and preparation of Academy events.
- To co-ordinate travel arrangements on the senior leadership team's behalf.
- To coordinate reference requests for current and former students ensuring each request receives a response
- To take/record and compose minutes at meetings, circulate agendas and other papers as required
- To receive and welcome visitors to the Principal in a professional manner, providing refreshments as required
- To ensure Principal is briefed for all meetings with relevant correspondence, documents/presentations and in the Head's absence refer matters to relevant members of the SLT for action
- To liaise with parents, clerk and Governors, staff students, general public, unions, government departments, local authority and VIP visitors to the school; including arrangements of Ofsted inspection
- To keep the Principal's electronic diary and make appointments in line with agreed procedure
- Create and maintain the electronic and paper filing system, as appropriate
- Have a detailed working knowledge of the relevant SIMS packages and be able to access staff and student information including timetables
- To take minutes of meetings as required and distribute papers
- To provide a confidential secretarial, clerical and administrative service to the Principal and SLT Team

## **Recruitment**

- To assist HR administrator in the recruitment of staff. Support in amending job descriptions ready for advert, uploading adverts and job details to external recruitment sites, preparation of application packs, print and collate applications for shortlisting, request references, arrange interviews with candidates, carrying out appropriate pre-employment checks on candidates.
- To ensure safer recruitment procedures are followed with regard to the shortlisting and interview process
- Following shortlisting liaise with the senior leadership team and Area or Zone leaders regarding lesson observations, topics, interview panel and candidate questions
- To assist with the organisation/management of the student panel as required

## **Exclusion Administration**

- In the absence of colleagues, to prepare as appropriate, request & collate all necessary documentation and information in preparation for governors meetings related to exclusion panels; deal with correspondence and other paperwork relating to fixed term exclusions e.g. parental letters, reintegration packs, exclusion notification forms, ensure the paperwork meets statutory and regulatory requirements

## **Cover**

- To act as substitute for the Cover Manager as and when required. Duties involve; recording all absence, issuing leave of absence forms and liaising with Agencies to arrange employment of supply teachers and deploying cover supervisors

## **Health and Safety**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the employer on all issues to do with Health, Safety and Welfare

## **Continuing Professional Development**

- To actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement
- In conjunction with line manager, take responsibility for personal professional development keeping up to date with research and developments related to school efficiency which may lead to improvements in the day to day running of the school
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice

---

## **Other Duties:**

- To assist members of the SLT in organising events such as parents' information evenings
- To assist in the arrangements for school functions and receptions including invitations, catering etc.
- To assist the Executive Administration Manager with the administration process linked to the recruitment of new staff including the call up of candidates, references, interview programmes, etc
- To liaise with the Governing Body and Principal in arranging Disciplinary Panels, Exclusion paperwork, Admissions documents and any other areas as required. Carry out all necessary administrative tasks in connection with this, to include preparing documentation, information regarding fixed term and permanent exclusions and other disciplinary matters

---

## **Equal Opportunities:**

- To promote equal opportunities in Education in Order that all children and families will gain optimum benefit from the service provided
- To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing

---

### Generic Staff Requirements:

- Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community
- Adhere to the principles expressed in the aims of the Academy and its mission statement
- Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement
- Be a positive, collaborative team member
- Apply Academy policies in all aspects of the role
- Keep up to date with all aspects of the safeguarding children policy as it applies to the post

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing Academy which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are accountable through The White Rose Academies Trust Performance Management Policy. The Governors and Principals of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

|               |          |              |            |
|---------------|----------|--------------|------------|
| <b>Signed</b> | S Carrie | <b>Dated</b> | 02/08/2018 |
|---------------|----------|--------------|------------|