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| **Post:** | Personal Assistant to the Principal |
| **Grade:** | C3 SCP 26-28 |
| **Responsible to:** | Principal |
| **Job Purpose:** | * To provide comprehensive secretarial and administrative support to the Principal of The Farnley Academy requiring discretion, confidentiality and decision-making. To take responsibility for specific tasks without the direct involvement of the Principal. |
| **Key Responsibilities:** | * Provide a high level, full and confidential dictation, word processing and office administration service to the Principal. To ensure that correspondence, papers and other material are produced to high standards of timeliness, accuracy and presentation. * Utilise a wide range of computer software packages in the compilation of high quality presentations, reports, correspondence and other documentation on behalf of the Principal. * Act on own initiative and with minimum guidance, to undertake research and compile relevant briefing papers for the Principal. * Establish, develop, maintain, monitor and review personal filing, record keeping and administration systems, whether manual or computerised, and to ensure that the Principal’s correspondence, papers and other items are current, accessible and secure. * Arrange travel and accommodation, take notes or dictation at meetings and provide general assistance during presentations. * Meet and greet visitors at all levels of superiority. * Receive and direct incoming / outgoing mail and email and undertake acknowledgements. Prepare standard replies to correspondence. Progress and chase items to ensure prompt and adequate reply by staff to whom correspondence has been referred and to keep the Principal informed accordingly. * Provide reception for visitors, screen and prioritise telephone calls and incoming mail / email and reply directly or re-assign to others. * Manage the diary, schedule appointments, organise meetings and bring forward items of business which assist the Principal to prioritise activities and secure the most effective use of time. Administer meetings as required. * Organise meetings and ensure that the Principal is well prepared for meetings. * Prepare and assemble agendas and service meetings as required, working in close liason with other team members as necessary. * Ensure that the Principal’s personal administration and itinerary requirements are met effectively and reliably. * On occasions, undertake work outside normal office hours in order to meet the variable nature of workloads and deadlines. * Monitor and maintain health and safety within the work area and comply with Health and Safety policies. |
| **General Duties:** | * Provide reports to the Senior Leadership Team &Governors as required. * Provide support to the Administration Team as required. * Attend key after school events and fully participate in training days. * Attend staff training and briefings as required by the Principal. * Attend middle and senior leadership meetings as required by the Principal. * Complete AM, Break, Lunch and PM duties as required by the Principal. |