

# Stanchester Academy

## JOB DESCRIPTION

### Head's PA

The success of the Stanchester Academy will be underpinned by two fundamental tenets:

**Students come first:** First and foremost, the role of the Academy is to enable students to achieve their potential, and it is this assumption that drives the culture and activity of the Academy. It also drives the Academy's recruitment and personnel strategies. It is assumed that anyone who joins or forms part of the Academy shares this philosophy.

**All staff employed at the Academy are team players:** Whilst every member of staff has a specific role to fulfil, their ability to do this successfully will depend to a large degree on their ability to cooperate with others, to lead by example if they are operating in a management capacity, and to support colleagues in whatever way is appropriate, and in their turn to seek support when this is necessary to enable them to fulfil their role. The extent to which individuals can work with others is seen as a critical determinant in their appointment to the Academy. In all appointments we make it clear that we are looking for energy, passion, innovation and cooperation, as well as behaviour that will promote a positive image for the Academy in its wider community.

### PERSONAL PROFILE

The success of the Stanchester Academy rests on a very strongly felt and shared set of values which determine its strategic direction. It is absolutely crucial that the post holder shares our values of student centred-ness, equality of opportunity and parity of esteem for staff and students. S/he must enjoy working within the team philosophy. This post is not about building empires. It is about espousing and promoting corporate-ness. Like any other post in the Academy, it is about valuing people, working in partnership with others and supporting individual progression and achievement.

Crucially the post holder must have a commitment to comprehensive education and training. S/he will believe passionately in the entitlement of individuals of all ages to learning and therefore engage constructively with all partners schools both within the Trust and within the community of South Somerset

As a manager and leader, the successful candidate will have a key role in motivating others. It is essential that s/he has exceptional leadership, communication and interpersonal skills.

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### Core purpose

Provide an administration service under the guidance and leadership of the Headteacher

To support a comprehensive, efficient and professional administration service for the Academy

To support the organisation and planning for all whole school events and work closely with the senior leadership team to successfully market and promote the Academy.

### Key accountabilities of the post

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. This job description is not a definitive list of tasks of the role.

- Provide full and confidential secretarial services to the Headteacher and as required, members of the Senior Leadership Team, including word processing correspondence, reports, schemes of work, agendas, minutes, policies, staff handbook, development plans, governor's/trustee's reports, composing standard replies etc., using the Microsoft Office suite of software.
- Act as PA to the Headteacher and provide a layer of additional support to the wider senior team, assisting with letters and appointments as necessary.
- To proactively identify, develop and implement improvements to systems and procedures to enhance service efficiency.
- Support the organisation and key meetings and processes by having an understanding of the differing requirements between permanent and fixed term exclusions, Governors disciplinary meetings and managed transfers to enable them to support the coordination of meetings involving Governors, parents and staff exercising discretion and tact.
- Takes minutes of staff briefings and full staff meetings as required.
- Meet and greet visitors when required and ensure facilities and refreshments are organised.
- To be responsible for liaising with students and parents as required.
- To be proactive in seeking new systems to streamline and improve all areas of administration for the benefit of the whole Academy.
- Ensures information integrity is maintained and in line with Data Protection Act and complies with the Freedom of Information Act.
- To understand the responsibilities and duties of the various members of the administrative team, to help them plan their work programmes and to manage them in the effective performance of these duties. To delegate work as necessary and to check that all work is carried out satisfactorily and on time.
- To be responsible for whole school communication, forwarding emails to the appropriate member of staff in a timely manner and ensuring all correspondence leaving the Academy is of a professional standard and to seek continuous improvement of these services.
- To be responsible for developing increased communication with parents including the development of text / e-mail communication.
- To assist the central team with marketing the Academy and to attend important events such

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as Open Evenings

- To be responsible for organising the administration for whole school events such as Open Evenings, Mornings and Achievement celebrations as well as hospitalities for teaching staff, training days, meetings and special events.
- To ensure accurate data is submitted as required to relevant bodies including DfE, LA and other bodies.
- Complete various forms, returns and statistics of routine nature for submission to LA, governors and other departments.
- To participate in the recruitment of staff as required and to be assist with staff development, training and appraisals within the admin team as required.
- To support attendance, reprographics and learning resource functions as required.
- To provide back-up support for the switchboard and reception, as and when required.

### Other Requirements

- To attend any mandatory training courses (for example, related to child protection).
- Responsible for the health and safety and welfare of themselves and others.
- To be responsible for the safeguarding and promotion of the welfare of children.
- To be a team player and contribute within your own capabilities towards the Academy vision.
- The post-holder may from time to time be required to carry out other duties commensurate with the role.

### Personal Attributes

- To role model the fundamental philosophy of Stanchester Academy, namely that:
  - Students come first.
  - All colleagues work collaboratively and cooperatively together.
- Have the ability to manage and motivate others.
- Have exceptional communication skills.
- Have outstanding organisational skills.
- Have exemplary interpersonal skills.
- Use initiative to recognise what is required in order to provide the highest level of support.
- Have the ability to be flexible and adaptable to meet the changing needs of the Academy.
- Have the ability to plan strategically and execute those plans accordingly.
- Have a high degree of professionalism, discretion and able to maintain confidentiality.
- Committed to continuous professional development, seeking opportunities to constantly improve their practice.