

## Job Description

### Post: PA to Principal

#### Purpose

To challenge educational and social disadvantage by providing administrative support to the Principal and senior leadership team within the academy in order to achieve the highest possible standards and prepare all our students to lead successful lives.

#### Duties and Responsibilities

- Provide administrative support to the Principal and senior leadership team to maximise students' progress and ensure all stakeholders receive first class customer service.
- Manage the Principal's diary effectively.
- Schedule meetings; prepare and circulate agendas and other relevant documentation / resources within agreed time scales; attend and minute meetings as requested by the Principal; produce and circulate minutes within agreed time scales; and support the completion of actions as appropriate.
- Welcome the Principal's visitors to the academy and ensure all feel valued.
- Prepare and coordinate regular communications to be sent to stakeholders in line with agreed academy routines, including via social media.
- Construct and proof any correspondence from the Principal to a wide range of stakeholders.
- Support the production and review of academy documents, including policies, press releases, improvement plans, annual reports and governance documentation.
- Proof other correspondence from members of academy staff to ensure they follow brand / language guidelines where possible.
- Filter communications, including phone calls to the Principal, and coordinate appropriate responses to as many as possible.
- Coordinate any concerns or complaints raised to ensure they are dealt with informally, where possible.
- Support the HR function with the production of recruitment / induction documentation.
- Assist with the organisation and management of recruitment days.
- Contribute to the maintenance of the MIS by working with the administration and HR functions of the academy and Trust.
- Ensure the academy website is current, accurate and consistently compliant with DfE and Ofsted guidelines.
- Coordinate stakeholder surveys and produce the relevant analysis to support the academy's responsive approach to feedback.
- Liaise with the marketing communications team to ensure the academy has a bank of up to date pictures and information which can be used for promotional material.
- Coordinate events held at the academy to ensure visitors experience first class customer service.
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***