

Post Reference: 2679

Job Title: PA to Principal

Grade: SO1 point 23 – 25 (Actual Salary £33,366 to £35,235)

Hours: 37 hours per week, full time, all year round (term-time only may be considered for the successful candidate)

Accountable to: Principal

JOB DESCRIPTION

Role:

A dedicated Personal Assistant to provide a confidential and support service to the Principal, Academy Business Manager and Senior Leadership Team in managing daily tasks and ensuring the smooth operation of the academy. This is a unique opportunity to join a dynamic large secondary academy and contribute to the success of our students in line with our vision and values.

Purpose of job:

The Personal Assistant will need to be organised, efficient and self-motivated who can work independently and as a team, using their experience of working with senior stakeholders in a fast-paced environment, providing comprehensive support to the Principal across all areas of their work, including coordinating calendars and meetings, and ensuring Senior Leaders are up to date with upcoming projects and timelines, and any other requests. To undertake duties, as requested by the Principal / Academy Business Manager, to assist with the efficient running of the Academy's support services.

All post-holders at White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with White Rose Academies Trust.

General Duties and Responsibilities:

- To proactively organise and manage all aspects of the Principal's and 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 Principal and 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 Principal/Academy Business Manager and Vice Principal's, including arranging appointments, organising meetings and events and managing the Principal, Academy Business Manager and Vice Principal's diaries when required.
- To arrange hospitality for the academy and monitoring the budget spending as budget holder
- Coordinate request for leave of absence for staff training and leave, ensuring approval is given by the Principal and add to the relevant systems to request cover.
- To produce high quality reports, letters and other correspondence for the Principal and 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.
- To maintain databases ensure it is up to date.
- To develop and maintain a bring-forward system for correspondence and review of pending files on a regular basis for the Principal ensuring that the Principal and senior leadership team has all relevant documentation when attending meetings.
- To develop and maintain the Leeds West Academy Staff Calendar
- To carry out photocopying and preparation of material for the Principal and senior leadership team as required.
- Under the direction of the Academy Business Manager & Operations Manager and senior colleagues, assist with the organisation and preparation of Academy events, e.g. Parents Evening, Open Day.

- To co-ordinate travel arrangements on the Principal and senior leadership team's behalf.
- 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 the Principal is briefed for all meetings with relevant correspondence, documents/presentations and in the Principal'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, make appointments and work priorities in line with agreed procedure.
- To create and maintain the electronic and paper filing system, as appropriate.
- To have a detailed working knowledge of the relevant MIS 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.
- To coordinate arrangements for access for known visitors and governors throughout the academy year attending meetings in the academy and LAB meetings on an evening
- To coordinate the visitor's speaker's agreement with staff ensuring appendix 1 or 2 depending on the nature of the visit have been completed and approved by the principal.
- To assist with the organisation/management of the student panel as required and any other necessary activities to support the interview processes.

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 and self by attending training, participating in relevant meetings and appraisals, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply academy policies in all aspects of the role.
- Improve own practice through observation, evaluation, discussion with colleagues and appropriate CPD programmes.
- Work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the academy by attending relevant meetings, training days/events as requested.
- Be aware of and comply with the academy policies and procedures e.g. safeguarding, child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be responsible for safeguarding children and promoting their welfare and following child protection procedures.
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding, and promoting the values, standards and equal opportunities of the academy.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

Health and Safety

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- To support the Academy Business Manager and Operations Manager with Health & Safety operational and administration linked objectives.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by personal actions or inactions.

- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

Continuing Professional Development

- Opportunity to complete a National College of Education Apprenticeship at a level appropriate to current employee qualification level
- 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 Principal and Academy Business 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 Academy.
- Undertake any necessary professional development as identified in the School Strategic 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 the Operations Manager and other Senior leaders in organising events such as parents' information evenings, GCSE events
- To assist in the arrangements for school functions and receptions including invitations, catering etc.
- Attend and participate in Business Planning and Strategic annual event.
- 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.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the academy.

All postholders are accountable through White Rose Academies Trust Performance Management Appraisal Policy. The Governors and Principals of 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.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar

to obtaining employment; this will depend on the circumstances and background to any offence.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

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.

PERSON SPECIFICATION

The specific qualifications, experience, skills, and values required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it is an essential or desirable requirement, and at which point in the recruitment process it will be assessed.

You should be able to demonstrate the following criteria:

E = Essential

D = Desirable

Measured by:

A = Application Form

T = Test/Exercise

I = Interview

R = References

C = Certificate

Qualifications

E	Good level of Education and relevant training (5 GCSE's or	E
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Knowledge and Experience

D	Experience of working as a PA	A I
D	Experience of working in a school or education-based setting.	A I
D	Understanding of recent, relevant developments in education.	A I
D	Experience of organising events	A I

**Job Description and
Person Specification**

D	Experience of meeting planning, collation of documents and minute taking	A I
E	Experience of organising own workload to meet deadlines in a challenging environment	A T
D	Experience of working as a PA	A I

Skills, Attributes, and Abilities

E	Excellent all round ICT experience including use of Office applications – Excel, PowerPoint, Word etc	A I
D	Shorthand experience	A T
E	Ability to work independently and as part of a team without the need for close supervision.	A R
E	A sound knowledge of standard office protocols	A I
E	Ability to keep calm in any situation and to deal with anyone who may be emotional about a given situation	A R

General

E	Excellent relationships with all members of staff and students	R
E	Respectful towards all staff and students, with total belief in their entitlement to a high-quality education, whatever their circumstances and ability	R
E	Committed to the principles of the Academy programme	R
E	Possess personal integrity, warmth, and a willingness to grow and learn	R

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