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| **JOB DESCRIPTION** |

**POSITION:**

**PA to the Senior Leadership Team and Board of Governors**

**REPORTS TO:** HEADTEACHER

**RESPONSIBLE FOR:** SCHOOL ADMINISTRATION TEAM

**LOCATION:** HEATHERMOUNT

**MAIN PURPOSE:**

* To provide high-level executive and administrative support to the Senior Leadership Team, their direct reports, and the Division as a whole, in the execution of the business of the Division.

**MAIN TASKS AND RESPONSIBILITIES**

* Acting as the first point of contact to the Senior Leadership Team’s office both internally and externally.
* To manage, coordinate and administer all systems, processes responsibilities of the Senior Leadership Team.
* Ability to anticipate the needs of the Senior Leadership Team, act accordingly, and proactively to bring together appropriate people and resources to support the Senior Leadership Team and their direct reports in addressing issues.
* Responsible for the organisation, coordination and follow-up of electronic and paper files/records/documents and retrieval of documentation of the Senior Leadership Team’s agenda as assigned by them.
* To assume the role of the Clerk to the Governing Body and SOAS, liaising with the relevant Chairs and taking responsibility for the planning, scheduling, coordinating, preparing agendas and minute taking at Board meetings.
* Produce notes, standard and ad hoc reports, letters, presentations to deadline and agreed standards.
* Manage the schedule of the Senior Leadership Team through the development and maintenance of a system that alerts them to upcoming deadlines.
* Responsible for managing the travel arrangements of the Senior Leadership Team, and proactively coordinating the pre-planning of trips, including arranging appropriate travel and accommodations, agendas, necessary contacts and other necessary preparations.
* Understand organisational policies and procedures necessary to ensure appropriate decision-making protocols are followed.
* Handle confidential information in a professional and discreet manner.
* Process and maintain expenses for the Senior Leadership Team.
* Responsible for the planning, scheduling, coordinating, preparing agendas, minute taking at internal and other meetings as appropriate.
* Ensure that various administrative tasks are done in an effective and efficient manner, including copying, reviewing outside mail, drafting correspondence, screening phone calls when requested, and maintaining executive files as needed.
* Suggest alternative methods for further efficiency of the Senior Leadership Team’s work flow.
* Working closely with the ADS Divisional EA postholder to ensure the smooth flow of all information from the school’s Head Teacher / Senior Leadership Team and the Director / Divisional Manager of the ADS Division.
* To undertake any other duties as may from time to time be specified by the Trust, that is within the level and responsibility appropriate to the grade of post

To undertake, any reasonable travelling requirements, in order to fulfil the tasks and responsibilities of the role.

**PERSONAL DEVELOPMENT, SUPERVISION AND TRAINING**

* Participate in regular support and supervision from line management
* Continuously develop professional knowledge and expertise, attending and participating in learning and development events, meetings, conferences, and events (as requested/approved by line management) to ensure up to date knowledge relevant to the role
* Attend and participate in regular team and other meetings, both internal and external

**POLICIES AND PROCEDURES**

* The post holder will be expected, at all times, to be familiar and comply with the written policies, procedures and guidelines for good practice, issued by The Disabilities Trust and Heathermount School
* Ensure the Health & Safety policy and procedures are adhered to at all times
* Take personal responsibility for own health and safety and report incidents and potential hazards as necessary.

The Disabilities Trust operates in a constantly changing environment and as such work priorities and objectives may change.  The Trust reserves the right to make reasonable changes to the job purpose and accountabilities.

**OTHER REQUIREMENTS**

* The postholder will be required to familiarise themselves with the relevant educational legislation e.g. Ofsted and Department for Education.

**CONFIDENTIALITY**All staff are required to respect the confidentiality of all matters they may learn relating to their employment, other members of staff and the general public.

*This job description is intended to be a dynamic document, subject to agreed alteration and development in line with the evolution of the role.*

Staff members name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_