



## **JOB DESCRIPTION**

<b>Post:</b>	PA to the CEO/Headteacher
<b>Reporting to:</b>	Chief Executive Officer New River Trust, Headteacher Alexandra Park School
<b>Salary:</b>	PO2/PO3 (£35k - £40k)
<b>Location:</b>	Alexandra Park School, Bidwell Gardens, London N11 2AZ

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### **Purpose of post:**

New River Trust is a Multi-Academy Trust with a single, high achieving, successful comprehensive school. We are proud of the longstanding success of Alexandra Park School and our cohesive staff community, led by the APS Headteacher, who is also the Chief Executive Officer of New River Trust.

This post is to provide administrative support to the CEO/Headteacher, supporting the delivery of both the Headteacher's day to day responsibilities at Alexandra Park School and their wider responsibilities to the Board of Trustees as the CEO of NRT. The PA to the CEO/Headteacher will undertake a full range of administrative duties to support the CEO/Headteacher in the effective delivery of their dual role and will ensure the efficient and effective running of the Headteacher's office and daily business at APS.

### **Key Responsibilities:**

- Provide an efficient support function for the Headteacher's office, as first point of contact within the school for staff, parents/carers and other stakeholders seeking contact with the Headteacher by email, telephone or in person.
- Provide proactive support to the CEO/Headteacher in managing their administrative workload, including diary and time management and ensuring delivery to deadlines, action follow up and timely communication with stakeholders.
- Take responsibility and ownership of the development of effective systems for office organisation, project management and the management of important documents and files for the CEO/Headteacher.
- Support key staff in the provision of wider key administrative responsibilities at the school, including some governance support requiring attendance at evening governing body meetings.
- Maintain a friendly and professional office environment, disseminating information to staff from the Headteacher and promoting good relationships with staff, students and families.
- Ensure the security of sensitive, personal and business information, maintaining discretion and confidentiality at all times.





## **Specific responsibilities include:**

### **Providing effective administrative and office support to the CEO/Headteacher**

- Receive and manage all enquiries to the CEO/Headteacher's Office, including sorting of incoming post to the CEO/Headteacher; screening and directing phone calls and email enquiries and prioritising all incoming correspondence and information for the attention of the CEO/Headteacher. Ensuring any follow up responses are provided in a professional and timely manner and in line with the school's front of house stakeholder management strategy.
- Foster a welcoming environment for visitors to the CEO/Headteacher's office, delivering excellent stakeholder experience by greeting and providing care for visitors, including the provision of refreshments. Engage positively and with sensitivity and awareness to pupils, families and other visitors at all times.
- Maintain the diary for the CEO/Headteacher, scheduling appointments and arranging any travel (where appropriate), and ensuring the CEO/Headteacher is adequately briefed on matters to be discussed.
- Arrange meetings for the CEO/Headteacher and, when required, take and distribute notes. Ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.
- Act as office manager for the Headteacher's office by keeping up with office supply inventory and ensuring the maintenance of clear and up to date filing, records and other systems. This includes responsibility for all of the CEO/Headteacher's administrative filing including confidential teaching staff files.
- Assist the CEO/Headteacher in organising their administrative workload, actioning items to be dealt with in order of priority. Ensure that the CEO/Headteacher responds to particular approaches within timescales identified in any agreed priority action list.
- Compile papers and information required by the CEO/Headteacher for attendance at meetings. Proactively ensure the CEO/Headteacher is provided with necessary agendas and paperwork from relevant stakeholders in advance of meetings.
- Gather relevant data to prepare reports for the CEO/Headteacher, including the Headteacher's report to Local Governors three times per year and the CEO report to the Board of Trustees, as required.
- Draft and format internal and external communication such as memos, emails, presentations and reports, gathering any required information and carrying out associated research on behalf of the CEO/Headteacher, as directed.
- After discussion, draft, as directed, outgoing correspondence and school documents that are the direct responsibility of the Headteacher. Responsibility for drafting student exclusion correspondence on behalf of the Headteacher.
- Produce agendas for twice weekly senior leadership meetings and the notes taken at those meetings for distribution. Liaise with members of the senior leadership team management concerning priorities, deadlines, and action follow up on behalf of the Headteacher.
- Support the CEO/Headteacher in the administration of staff performance management reviews including scheduling, preparing papers and reports and maintaining accurate and confidential records.
- Communicate effectively with the Local Authority, unions, outside agencies, parents and the local community as required and any other individuals who have business with the school, maintaining high standards of confidentiality and discretion at all times.





# Alexandra Park School

- Provide general clerical/admin support, e.g. photocopying, filing, faxing, e-mailing, completing standard forms and responding to routine correspondence as required in relation to the role.
- Perform any other support duties commensurate with the grade as and when required by the CEO/Headteacher

## **Leading and supporting the delivery of other key administrative duties**

- Develop, maintain and manage the whole school calendar and the staff handbook.
- Manage the school exclusion process, including producing exclusion letters, distributing to the relevant internal staff and external agencies and maintaining up to date records of exclusion data on school systems.
- Attend evening governance meetings (Board of Trustees, Local Governors' Advisory Group and other Committee meetings) on a regular basis and assist the Clerk to the Board of Trustees in providing effective administrative support by:
  - taking accurate minutes of meetings
  - providing draft minutes in a timely manner to the Clerk to the Board of Trustees for distribution
  - providing refreshments for attendees, as required
  - fostering positive working relationships with Trustees and Local Governors
- Manage bookings for the Boardroom and ensure Boardroom refreshments (tea coffee biscuits) are kept stocked and made available for meetings, as required.
- As directed, coordinate school responses to requests for information (Subject Access Requests, Freedom of Information requests) liaising with school staff, including the Clerk and Data Protection Officer where appropriate.
- Assist the Clerk in the administration and planning of committees of Governing Body members for school exclusion and complaints panel hearings, including collating and distribution of necessary paperwork as directed.
- Assist the HR Manager in matters relating to the organisation and administration of the recruitment of teaching staff, as required. This may include the placement of adverts, production of application packs, collation of applications and processing necessary paperwork for successful candidates.
- Take and distribute minutes of all staff briefings and other larger staff meetings, as required
- Support the Headteacher and other senior managers in the planning of special events at the school, organising hospitality for larger school events and functions throughout the year, including whole school events as directed.

## **Wider responsibilities**

- Proactively organise own workload and prioritise on a daily basis using initiative and knowledge of the work, with minimum direct supervision from the CEO/Headteacher.
- Foster positive relationships within the school and wider local community, including by attendance at occasional open evenings and other school events as required.
- Strong commitment to furthering equalities in all aspects of the work and duties associated with the post, in line with the Trust's equal opportunities policy.
- Promote and safeguard the welfare of children, young and vulnerable people in the school.
- Undertake training to achieve the competencies required for the post, as required.
- Enhanced DBS Check.





## **CANDIDATE SPECIFICATION**

### **Candidate skills and competencies**

- Experience supporting Executive level individuals as an Executive Assistant, Personal Assistant or similar role gained within an academy, college of Further Education, University, Charity or Local Authority. Experience supporting Board level individuals is an advantage
- Excellent MS Office knowledge. Knowledge of other school databases and IT systems (e.g. My Concern, SIMS) is an advantage.
- Outstanding organizational and time management skills and ability to prioritise workload effectively, including working on occasion under pressure and to agreed deadlines
- Excellent verbal and written communication skills and attention to detail, including proven ability to:
  - produce professional written correspondence
  - produce concise and clear minutes of meetings
- Ability to work autonomously and proactively, without close supervision or management
- A flexible and adaptive approach to work, with a 'can do' attitude.
- Confidence and experience liaising with a range of people at different levels within and outside the organisation
- Understanding of the importance of confidentiality and discretion at all times

### **Working Arrangements:**

This post requires attendance at evening governance meetings during term time, estimated between 3-5 meetings per term.

### **Notice periods:**

3 calendar months

