



## Job Description and Person Specification

Job Title:	<b>PA to the Principal</b>
Grade:	<b>C3 (£24,799 - £26,317 FTE)</b>
Responsible to:	<b>Principal</b>
Contact type:	<b>Permanent, 37 hours per week, Term time only + 5 days</b>

### Purpose of the post:

- Act as a confidential Personal Assistant to the Principal and support the wider Senior Leadership team in leading and managing the school, underpinned by a strong commitment to academy aims and the core value statement, ensuring effective communication throughout the school and its community.

### Specific Responsibilities

- To carry out all clerical and administrative duties for the Principal
- Point of contact for Principal, dealing with all third parties and taking all calls relating to the Principal.
- Maintain and update Principal's on-line diary, arrange and prioritise meetings as necessary and ensure Principal is appropriately briefed.
- Update academic calendar, timetables, observation cycles and all other documents relating to the Principal
- Support the delivery of the school wide Human Resources function and its administration and development with particular regard to recruitment, absence, staff engagement and staff wellbeing
- Clerk the exclusion panel and produce all exclusion paperwork.
- Champion communication and widely share briefing notes and other whole school notices
- Deal with Principal's e-mails and using initiative to deal with all questions and e-mails where possible.
- Receive post in all matters relating to the Principal, drafting letters to staff, parents/carers and all other School stakeholders.
- Distribute literature to staff when requested by the Principal using most effective method of communication.
- Arrange conference and meeting rooms both within and outside of the academy.
- Arrange Principal travel arrangements as necessary.
- Carry out research as required by the Principal
- Provide reception and hospitality for the Principal's visitors. Use judgement to deal with visitors to the Principal who arrive without appointments.
- Liaise with parents, students and colleagues as required; ensuring matters are dealt with in a confidential and efficient manner.
- Coordination of the EVOLVE system ensuring all protocols are followed.
- Maintain and update the Single Central Record.

## **Management (implementation) including Performance Management**

- Be accountable for own performance management, setting challenging objectives/targets in line with the academy priorities.
- Maintain up-to-date role specific knowledge, including the use of relevant ICT software packages used by the school.

## **Monitoring**

- Actively monitor systems to achieve efficiency and value for money.
- Ensuring high quality records are kept and information is shared appropriately in line with guidance, including the preparation of written reports when required

## **Evaluation**

- Evaluate impact of resources and systems.
- Provide data as required to members of ELT/ALT in line with academy reporting procedures.

## **Strategic Direction and Development of Co-op Academy Priesthorpe**

The post holder will be expected to support and promote the development and progress of the academy, its students and staff. All staff are expected to:

- Facilitate open and clear lines of communication with all stakeholders.
- Contribute to the academy's development and implementation of policies.
- Support all staff in achieving the academy's priorities and targets.
- Ensure parents are well informed about the academy and their child's progress.

## **Working with Staff**

The post holder will promote positive and professional working relationships between all staff within the Department and academy. They will also be expected to:

- Support the implementation of the academy's Performance Management policy.
- Follow the academy's quality assurance processes.
- Liaise with appropriate colleagues to ensure that individual needs of students are identified and met.
- Promote an inclusive environment and support the development of strategies to improve attendance.

## **Effective Deployment of Staff and Resources**

The post holder will make a significant contribution to the effective deployment and development of resources. They will also be expected to:

- Take advice on establishing priorities for expenditure and the cost effective use of resources
- Work within the academy's Quality Assurance framework.

## **Other**

- Responsible for a student coaching group.
- Co-op Academy Priesthorpe expects all employees to uphold the duty to safeguard and promote the welfare of learners.

## NOTES

This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time, after consultation with the post holder.

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

## Person Specification – PA to the Principal

	Essential	Desirable
<b>Education and Qualifications</b>		
• GCSE in English and Mathematics at grade C or above	✓	
• Degree		✓
<b>Experience</b>		
• Use of relevant ICT software packages to support learning and complete administration/reports as required	✓	
• Substantial relevant experience in an academy setting	✓	
• Good working knowledge of SIMS	✓	
<b>Knowledge and Skills</b>		
• Ability to interact positively and productively with students and staff	✓	
• To be able to demonstrate proficient ICT skills	✓	
• To be able to use initiative and have problem solving skills	✓	
• To be able to monitor and evaluate procedures effectively	✓	
• Communicate effectively with students, parents and other colleagues	✓	
• Work under pressure	✓	
• Organise and develop effective systems	✓	
• Take initiative and work independently	✓	
• Work to high levels of accuracy	✓	
• Prioritise and plan to ensure completion of tasks	✓	
<b>Other</b>		
• Willingness to keep up-to-date with role specific practice	✓	
• Is committed, resilient, robust and resourceful	✓	
• A record of reliability and integrity	✓	
• Demonstrates fairness, honesty and integrity in his/her existing practice and conduct as a professional	✓	
• Humour, optimism and ambition	✓	
• Willingness to participate in further training and CPD	✓	
• To be able to understand and be committed to equal opportunities for all members of the academy community	✓	
• Co-op Academy Priesthorpe expects all employees to uphold the duty to safeguard and promote the welfare of learners	✓	

The Co-operative Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf.

**This post is subject to and enhanced DBS disclosure. The post-holder must be committed to safeguarding the welfare of children.**