



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

JOB DESCRIPTION

Job Title:	Personal Assistant to Principal and HR Support		
Base:	Eden Boys' School, Preston		
Reports to:	Principal	Grade:	S6 (18 - 23)
Staff Responsibility for:		Salary:	£24,982 to £27,741 per annum Pro rata: £23,039 to £25,583
		Term:	Term Time + 4 weeks
Additional:	As assigned		

JOB PURPOSE

To contribute to the development of a strong, effective academy with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the academy into the wider community.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Support for the Principal and Senior Leadership Team

- 1.1 Support the Principal in the delivery of their roles and responsibilities.
- 1.2 Support the Principal with internal and external correspondence and the organisation of their calendar and key documentation.
- 1.3 Manage all correspondence and related confidential work for the senior team as directed by the Principal.
- 1.4 Manage Policy updates and dissemination.
- 1.5 Lead the organisation and minuting of meetings on behalf of the Principal and the Senior Leadership Team.
- 1.6 Provide hospitality and make arrangements for visitors as requested by the Principal.
- 1.7 Support the administration and organisation of key events on behalf of the Principal and Senior Leadership Team.
- 1.8 Provide agendas and record and minute SLT, appropriate Governor and other meetings as directed by the Principal. This will include confidential meetings and the regular working of times beyond the school day including occasional evening work.

- 1.9 Assist and work closely with the Principal, members of the SLT and other staff in the compiling, collating, completing of data returns including annual workforce census.
- 1.10 Coordinate and oversee the production of the weekly staff briefing, newsletters and communications from the School to parents.
- 1.11 Support with marketing through twitter and promote 'good news stories'.

2. Recruitment and Record Keeping

- 2.1 Liaise with the Central Office Recruitment Team on the implementation of the Trust's Recruitment Policy and Procedures.
- 2.2 Lead the processing of recruitment of staff through the preparation and dissemination of letters, application packs and other such activities.
- 2.3 Ensure all processes are followed correctly to satisfy the requirements of Safer Recruitment, including investigation of gaps in employment history, certificates and suitable documentation to satisfy Right to Work in UK legislation.
- 2.4 Assist the Principal and members of the SLT with the advertising, recruiting, interviewing and appointing of staff.
- 2.5 Maintain the school's microsite Jobtrain.

3. HR Administration

- 3.1 Have oversight of all matters relating to the effective implementation of HR matters.
- 3.2 Effectively manage the personnel files of all staff both manually and electronically.
- 3.3 Inform the Principal and Trust HR Manager of issues relating to staff of the academy.
- 3.4 Produce relevant paperwork from recruiting through to contracts for newly appointed staff.
- 3.5 Liaise with all new staff regarding any contractual issues or pay queries.
- 3.6 Build and maintain an accurate MIS database for all staff in the school.
- 3.7 Create and maintain spreadsheets / SIMS database for all staff absences/sickness in liaison with the SLT.
- 3.8 Maintain policies and procedures relating to HR in liaison with Trust HR Manager.
- 3.9 Manage all confidential communications related to personnel including references and DBS checks.
- 3.10 Maintain Single Central Record and ensure that is updated after each staff appointment and is reviewed regularly with Principal / SLT.
- 3.11 Manage sickness absence, including absence monitoring and minute taking for absence meetings.
- 3.12 Processing staff leave requests on SIMS.
- 3.13 Supporting induction of new staff.

4. Other Responsibilities

- 4.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 4.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 4.3 Contribute to the wider life of the Trust and the Star community.
- 4.4 Carry out any such duties as may be reasonably required by the Trust.

5. Records Management

- 5.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	A degree qualification.	D	✓	✓
2.	A*- B in English and Maths at GCSE.	E	✓	
3.	Evidence of continuous professional development.	D	✓	
EXPERIENCE				
4.	Experience of working in a senior administrative role.	E	✓	✓
5.	Experience of drafting reports and preparing presentations.	D	✓	✓
6.	Experience of successful project management and delivery.	D	✓	✓
7.	Experience of minuting meetings and undertaking follow up actions.	E	✓	✓
8.	Experience of organising events.	E	✓	✓
9.	Experience of undertaking a PA role for a senior leader.	D	✓	✓
10.	Experience of liaising with committees, statutory bodies or agencies that provide oversight.	E	✓	✓
11.	Experience of working in an educational setting.	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
12.	Ability to work with a variety of partners and key stakeholders in an effective manner.	E	✓	✓
13.	Strong interpersonal and team-working skills.	E	✓	✓
14.	Excellent written and verbal communication skills - including the ability to draft concise and accurate reports for a range of audiences.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
15.	Ability to analyse data and produce management information.	E	✓	✓
16.	Ability to deliver assigned projects on time and within budget.	E	✓	✓
17.	Ability to monitor and evaluate projects against criteria.	E	✓	✓
18.	Ability to work autonomously, prioritise conflicting demands and thrive under pressure.	E	✓	✓
19.	Proficient ability in ICT – including all key Microsoft packages.	E	✓	✓
20.	Ability to conduct and present research on a range of areas.	E	✓	✓
21.	Excellent understanding of administrative procedures and systems.	E	✓	✓
22.	Excellent understanding of Management Information Systems.	E	✓	✓
23.	A willingness to work outside of school hours.	E	✓	✓
PERSONAL QUALITIES				
24.	Highly resilient and determined in the face of challenges.	E	✓	✓
25.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
26.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
27.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
28.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
29.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
30.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
31.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓