

JOB DESCRIPTION

Post title:	Personal Assistant to Principal
Academy:	Academy 360
Reporting to:	Principal
Salary/Pay range:	£23,000 - £25,000 (pro-rata TTO/AYR – negotiable)
Hours of work:	37 hours per week

Purpose of Job

- Providing effective and efficient administrative support to the Principal.
- Supporting the aims and ethos of the Academy in presenting a highly professional image of the Academy at all times.

Main Duties and Responsibilities

- Provide effective and efficient PA support to the Principal.
- Act as first point of contact within the Academy for staff, governors, parents and others seeking contact with the Principal.
- To prepare confidential documents, presentations and reports.
- Actively managing the Principal's diary, organising appointments and meetings to ensure effective time management and focus on priorities.
- Organising and managing meetings, including efficient minute taking as required.
- Ensure the organisation and maintenance of clear and effective electronic filing, record keeping and other systems.
- Support the Business & Operations Team when planning Academy events and managing sensitive HR matters on behalf of the Principal.
- Receiving, processing responding directly to communications – email, post and telephone calls.
- Assist in dealing with complex enquiries, including complaints.
- Liaising with the Trust's representatives where appropriate to follow up agreed actions.
- Maintain confidentiality at all times.
- Respond positively, sensitivity and efficiently to staff, parents, governors, Trustees and other stakeholders when supporting Academy business on behalf of the Principal.
- Assist with administrative activities, as directed, to contribute to the efficient leadership of the Academy
- Any other duties as may reasonably be requested by the Principal. The above duties do not define or include all tasks required of the postholder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2020 where required.