

Job Description

Post Title:	Personal Assistant to the Executive Principal
Grade:	Local Government Pay Scale
Salary:	PO2, Range 36-38, £34,725 - £36,549 (Actual salary pro-rata £17,333 - £18,233)
Hours:	Part-time, Term Time Only, + 2 weeks
Responsible to:	Executive Principal
Responsible for:	Supporting the Executive Principal of the Academy

Purpose

To provide strategic and general administrative support to the Executive Principal; assist the HR Manager; assist the Marketing and Communications Manager.

Principal Accountabilities:

1. To provide high quality assistance to the Executive Principal, communicating with a range of individuals and agencies, managing meetings, co-ordinating the diary and drafting key strategic documents.
2. To support the HR Manager in the recruitment processes and specific human resources tasks
3. To work with the Marketing and Communications Manager with publicity and publications

Main Activities and Responsibilities

Main duties and responsibilities are indicated here. Other duties at an appropriate level and nature may also be required and will be negotiated.

1. Providing personal assistance to the Executive Principal

- Managing and directing communications with the Executive Principal which will involve:

- Dealing with correspondence including distribution and drafting responses
- Responding appropriately to phone calls, emails and personal enquires
- Updating enquiries on matters being dealt with by the Executive Principal
- To produce letters, compile reports for the Executive Principal and produce other documents and returns as required
- To liaise with individuals and agencies over confidential matters relating to students, parents and staff

2. Recruitment

- To assist the HR Manager in the recruitment process including:
 - Assist in overseeing the provision of advertisements, application forms and additional information
 - Assist in arranging and co-ordinating the short-listing process
 - Assist in arranging and co-ordinating the interview process
 - To work closely with the HR Manager on specific HR issues
 - To maintain confidentiality at all times

3. Communications

- To set-up, organise and maintain the Executive Principal's electronic diary including:
 - Effectively communicate verbally and in written form with our Sponsors, Multi-academy trust Personal Assistants, two Governing Bodies and external stakeholders
 - Liaise with the Personal Assistants at COLAI and COLAHG in regard to any matters that arise including daily schedule
 - Planning and communicating diary commitments on a timely basis
 - Co-ordinating arrangements for meetings, including refreshments and minute taking where appropriate
 - Organising travel arrangements for the Executive Principal
 - To set agendas and take minutes as directed

4. Additional Responsibilities

- Duties may vary from time to time without changing the general character of the position or the level of the responsibility entailed
- At all times the postholder must adhere to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy

Key Organisational Objectives

The Postholder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- The Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for young people
- Fulfilling the role of Student Personal Adviser and /or mentor if required
- Maintaining confidentiality

Conditions of Service:

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

Date of issue:

Signature of Post holder:

Signature of Executive Principal:

Person Specification

Job Title: PA to Executive Principal

	Essential	Desirable
Qualifications		
Educated to Degree level or equivalent		✓
Experience		
Experience of using Microsoft Office Suite Desktop Publishing	✓	✓
Experience of using Email/Internet	✓	
Experience of using Microsoft Outlook	✓	
Experience of using SIMS or similar database		✓
Experience of working with the general public		✓
Experience as a PA or similar		✓
Experience of working in a school/education		✓
Skills		
Personal		
Must be well organised	✓	
Must be well presented	✓	
Excellent communication skills in writing and orally at all levels	✓	
Ability to work under pressure while maintaining a positive, professional attitude	✓	
The ability to ensure that deadlines are met	✓	
Ability to work as part of a team	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Ability to work independently at a strategic level	✓	
Administrative		
Experience of using, setting up, maintaining and developing administrative systems	✓	
Problem solving	✓	
Attention to detail in communication and planning	✓	
Relations		
Have excellent interpersonal skills and be able to communicate effectively	✓	
Ability to develop good relations with staff and pupils and the wider school community	✓	
IT Skills		
Fast and accurate keyboard skills	✓	
Word processing and typing skills – 50 w.p.m.	✓	
Good understanding of databases – including ability to use database to procedure reports and statistics		✓
Ability to create professionally presented strategic reports using the Office suite or similar programmes	✓	