**Personal Assistant to Principal**

**Job Description**

Main Tasks of the post holder:

1. To provide a complete and practice administrative service to the Principal such as:
* Routine correspondence, including circulating information amongst staff, drafting responses and prompting action as required for the school
* Taking telephone enquiries for the Principal and relaying information in a timely fashion
* Managing the diary of the Principal, including setting up for meetings and appointments; liaising with colleagues / partners at all levels inside and outside of the school
* Provide the full range of secretarial services including preparation of documents, spreadsheets, presentations, minute taking etc.
* Maintain systems to store and promptly retrieve all information given
* Undertake confidential work for the Principal e.g. personnel matters etc.
* Provide a positive and efficient communication channel between the Principal and others e.g. Governors, the Board etc.
1. To manage all administrative arrangements for key areas of school life (the successful applicant will be trained to manage these using the systems of the school) e.g.
* Pupil attendance and needed liaision with families e.g. writing letters regarding an absence
* Storing of risk assessments for school trips and ensure these are submitted on time for checking by the Principal
* File School Development work documents so are easy to refer to by the Principal, Senior Leadership Team, etc.
* Logging pupil data such as exclusions and maintaining the needed paperwork
1. To assist the Admissions officer in the promotion of the School by ensuring the School Website is kept up-to-date and that events are sent to be uploaded onto the website for immediate sharing with the community.
* To take minutes from the Principal to inform letters that will be sent out to parents.
1. To Manage all administrative aspects of the School’s Appraisal process but not matters connected to Payroll
2. To manage staff absence by ensuring each absence is logged and this database is kept up-to-date
3. To produce statistical analysis each term of pupils’ results as shown by their assessments. Working in partnership with the Deputy Principal at first to know how to do this.

Other duties as appropriate to the description of the post, as the Principal may require.

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**Person Specification**

* **Ideally educated to at least A** Level with GCSEs in English and Mathematics (A\* to C)
* Use of ICT and can type efficiently

*Desirable:*

* Experience of working in a school setting or administration environment
* High Level of ICT skill i.e. knows how to use full tools in Word Document, can use Excel and PowerPoint; experience of navigating websites

Other skills required for the post:

* Able to learn how to use new systems quickly both ICT and non-ICVT based
* Ability to manage own workload
* Can develop positive, professional working relationships with a range of colleagues
* Stays calm even in difficult situations
* Positive demeanour and good role model to all others – families and staff
* Willingness to support others both in the Academy and in other schools
* Excellent attendance and punctuality
* Flexible and can review organisation of daily tasks so priority jobs are first with urgent tasks always completed straightaway
* Excellent communicator; thoughtful in approach and good use of language to get main points across with diplomacy, tact and professionalism

Essential

* A respect for pupils treating them with care and courtesy; reporting anything of concern so their wellbeing is always catered for.

An excellent role model for children in our school.