

Job Description

Post title:	PA to Academy Senior Leadership Team (SLT)
Grade:	4
Reports to:	Principal and/or Executive Assistant EA
Direct report(s):	None
Position:	25 hrs p w, flexible hours, term time only

Purpose of the Post

- To provide comprehensive, discreet and confidential PA support to the Principal and SLT to enable efficient running of the academy
- To promote and implement initiatives designed to enhance the effective functioning of the senior leadership team within a collaborative working environment

Main Duties and Responsibilities

Representing Principal / SLT

- Present a professional and helpful image to all staff, students and visitors
- Liaise with staff, parents, and key stakeholders on a daily basis both by telephone and in person, ascertaining nature of business and taking appropriate action
- Facilitate hosting local academy events/meetings to include arranging venue, hospitality and liaising with internal and external participants
- Liaise with Clerk to the Governors with regards to local academy governance

Diary Management

- Manage the Principal's diary using judgement to manage and prioritise competing demands
- Ensure all information and papers relating to meetings are provided prior to the meeting in a well ordered and properly presented manner
- Assess workload and prioritise regularly to ensure a smooth and efficient flow of service
- Assist SLT in the organisation and management of workloads

Minute Taking and Meeting Support

- Attend and minute meetings as requested by the Principal and SLT, co-ordinate and distribute agendas/paperwork, circulate minutes in a timely manner and follow up on agreed actions

Administrative Support

- Read, re-route and prioritise incoming mail
- Book appropriate conferences/courses for the Principal and SLT and facilitate travel arrangements

- Place orders via relevant financial systems acting in accordance with prescribed procedures and processes ensuring best value pricing and the use of public monies at all times
- Compose and prepare correspondence ready for signature and distribution
- Compile information, prepare, collate and distribute reports and other documents to a high standard and in accordance with prescribed format, with due respect for confidentiality and relevant published timeframes

General Office Support

- Ensure that all filing (both paper and electronic) is maintained to a high standard
- Ensure confidential records for students are kept up to date and secure
- Understand the implications of the Data Protection Act and General Data Protection Regulation and other legislation to ensure confidential records and information is maintained
- Contribute to the safeguarding and promotion of the welfare and care of students and young people and provide administration of relevant safeguarding database(s) as directed by SLT
- Support local academy recruitment operational activities in conjunction with the AOM, HR and relevant operational leads
- Support local academy marketing operational activities in conjunction with the AOM and relevant operational leads
- Ensure the whole school calendar is up to date and support the administration of the QA programme by collaborating with colleagues
- Update and interrogate relevant databases and produce reports
- Maintain and equip office environments

Professional Development

- Participate in professional development as appropriate to the position
- Establish constructive, collaborative relationships with colleagues within the organisation to support best practice
- Understand the ethos and vision of the organisation

Site Specific Duties

- Provide administrative support for the Performance Management process throughout the year
- Maintain data on CPD attendance for all staff
- Collate and send our parent mail on a weekly basis
- Provide ad hoc support to other teams where appropriate
- If applicant is willing, be First Aid trained and included on the On Call Rota

Principal's signature Date:

Post holder's signature: Date:

Person Specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
Good educational level – qualified to at least GCSE grade C/level 4/5 or equivalent and/or recognised secretarial or administrative qualification(s)	✓		
Qualified to at least A level would be advantageous		✓	
Experience, knowledge and understanding			
Experience of providing PA support OR working as a Senior Administrative Assistant to staff at a senior level	✓		
Experience of minute taking at executive level meetings	✓		
Highly computer literate, with experience of necessary IT systems including Microsoft Office	✓		
Experience of handling large amounts of administration and managing competing demands	✓		
Experience of collating information and producing high quality correspondence, reports and presentations	✓		
Experience of working in a large school/academy and understanding of the wider sector issues affecting education		✓	
Personal attributes and qualities			
Helpful and calm with a positive attitude towards work	✓		
Ability to work in a fast passed environment and to remain calm under pressure	✓		
Adaptable, organised and able to work with limited supervision	✓		
A proactive approach to work identifying steps needed to achieve tasks, goals and objectives	✓		
Sound judgment in making decisions based on previous experience, standard procedure and common-sense	✓		
Able to maintain absolute discretion and confidentiality	✓		
Receptive to new ideas and embrace change	✓		
Specific skills			
Excellent verbal communication skills – the post holder must be able to communicate at all levels and have the confidence to handle sometimes difficult phone conversations in a calm and professional manner	✓		
Excellent interpersonal skills – the ability to build and maintain relationships with high profile individuals	✓		
Strong administration skills and the ability to maintain and implement effective systems	✓		
The ability to multitask and prioritise competing demands effectively	✓		

The ability to write clearly and concisely, to produce and maintain documents and to effectively proofread material for public distribution	✓		
Other			
This post is subject to an enhanced DBS check which includes a 'barred list' check.			