**Personal Assistant – Job Description and Person Specification**

**Job Title:** Personal Assistant (PA) to the Principal of The Stephen Longfellow Academy

**Grade:** SO1

**Date:** June 2017

**Job Purpose:**

To provide comprehensive secretarial and administrative support to the Principal of The Stephen Longfellow Academy requiring discretion, confidentiality and decision-making. To take responsibility for specific tasks without the direct involvement of the Principal.

**Responsibilities:**

* To provide a high level, full and confidential typing, dictation, word processing and office administration service to the Principal. To ensure that correspondence, papers and other material are produced to high standards of timeliness, accuracy and presentation.
* To line manage eventually, the academy’s administrative team and to delegate work to others.
* To utilise a wide range of computer software packages in the compilation of high quality presentations, reports, correspondence and other documentation on behalf of the Principal.
* To act on own initiative and with minimum guidance, to undertake research and compile relevant briefing papers for the Principal.
* To establish, develop, maintain, monitor and review personal filing, record keeping and administration systems, whether manual or computerised, and to ensure that the Principal’s correspondence, papers and other items are current, accessible and secure.
* To arrange travel and accommodation and, occasionally, travelling with the Principal to take notes or dictation at meetings or to provide general assistance during presentations.
* To meet and greet visitors at all levels of superiority.
* To receive and direct incoming/outgoing mail, email and undertake acknowledgements. Prepare standard replies to correspondence. Progress and chase items to ensure prompt and adequate reply by staff to whom correspondence has been referred and to keep the Principal informed accordingly.
* To provide reception for visitors, to screen and prioritise telephone calls and incoming mail / email, reply directly or re-assign to others.
* To manage the diary, schedule appointments, organise meetings and bring forward items of business which assist the Principal to prioritise activities and secure the most effective use of time. To administer meetings as required.
* To organize and attend meetings, ensuring that the Principal is well prepared for them.
* To prepare and assemble agendas and service meetings as required, working in close liaison with other team members as necessary.
* To ensure that the Principal’s personal administration and itinerary requirements are met effectively and reliably.
* To maintain and ensure the application of financial accounting and budgeting systems to raise and progress orders, e.g. travel arrangements and conference bookings.
* On occasions, to undertake work outside normal office hours in order to meet the variable nature of workloads and deadlines.
* To ensure that the school meets its safeguarding requirements by maintaining an up to date Single Central Record.
* To monitor and maintain health and safety within the work area and comply with policies and procedures under Health and Safety.

*The Stephen Longfellow Academy is committed to safeguarding children and the successful candidate will be subject to an enhanced DBS check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.*

**Personal Assistant – Person Specification**

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| **Attributes** | **Essential** | **Desirable** | **Measured** |
| **Qualifications and Experience** | * Grade C or above in GCSE English and Mathematics (or equivalent) * ‘A’ Level or equivalent qualification * Minimum of two years’ relevant experience in a personal secretary role | * Degree or HND/foundation degree * Formal secretarial training * RSA or similar typing / word processing qualification * Recognised shorthand qualification | * Application * References |
| **Working with Others** | * Ability to supervise junior staff * Ability to communicate with people at a high level, e.g. Executive Principal, Trust Board Members * Ability to make complex administrative / meeting arrangements including agenda preparation and note taking * Ability to exercise judgement in dealing with visitors and telephone enquiries * Flexible approach to working in a small team * Ability to build and maintain mutually beneficial relationships with other organisations and individuals |  | * Application * Interview * References |
| **Personal Effectiveness** | * A completer-finisher * Highly-motivated self-starter with the initiative to make things happen * Excellent organisational skills, and ability to effectively prioritise time and work * Driven by a desire to make a difference * Ability to manage a busy diary * Ability to develop filing and administrative systems with minimal guidance * Ability to work under pressure to meet strict deadlines * Ability to solve problems in a constructive manner * Ability to set and work within quality standards * Ability to deal sensitively with confidential information * Ability to research information and prepare briefing notes * Good numeric and literacy skills * Pleasant, tactful and diplomatic manner |  | * Application * Interview * References |
| **Communication** | * Experience of an IT orientated working environment including Microsoft Office * Ability to use a range of presentational software * Highly developed word processing skills * Ability to prepare and present information using a range of software packages * Ability to word process proficiently from audio tape * Ability to take shorthand * Ability to draft and proof read using a high standard of written English * Ability to draft correspondence to a proficient standard * Have a calm, confident and helpful telephone manner * Ability to communicate appropriately in formal meetings | * Able to write fluent and stylish English | * Application * Interview * References |

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act, to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.