



**Executive Principal:** Dr Dayo Olukoshi, OBE

**Principal:** Mr Jamie Brooks

## **Job Description– Personal Assistant (PA) to the Principal**

*This job description does not form part of any employee's terms and conditions of employment and is not intended to have any contractual effect. As with all posts, the Principal will reserve the right to vary the precise responsibilities should the need change and opportunities arise.*

### **Pre-Employment Checks (for successful candidate)**

- Completion of a satisfactory Disclosure and Barring Service (DBS) check;
- A qualifications check;
- At least two satisfactory references. One must be from your current, or most recent employer (for school based candidates, one **must** be from the head teacher);
- Online searches for shortlisted candidates (as advised by Keeping Children Safe in Education 2023);
- A medical questionnaire.

### **Job Title: PA to the Principal**

**Hours of Work:** 36 hours per week; Term time plus 2 weeks

**Annual Salary:** From Point 24 (£32,690 per annum - actual salary)

### **Job purpose**

To provide confidential personal assistance to the Principal on a daily basis. This post will include administrative and secretarial support ensuring good organisation and clear communication to aid the smooth running of the school.

### **Main duties and responsibilities**

- Support the Principal in a positive and proactive way, demonstrating a high level of initiative, competence and confidentiality across a broad range of office management activities;
- Act as a gatekeeper for the Principal, taking email and telephone enquiries;
- Time management of the Principal's calendar, ensuring strategic planning time is scheduled in an effective manner;
- Organise the collation and distribution of correspondence and documentation in a timely manner, maintaining action logs;
- Use initiative by rerouting mailing which does not require the Principal's attention;
- First point of contact for the Principal in communicating with stakeholders;
- Manage and organise work of a confidential and complex nature, with considerable tact, diplomacy and high level of commitment, customer care and flexibility;
- Maintain a manual and computerised filing system with controlled and authorised access only;
- Present a professional, welcoming service to our stakeholders, including providing refreshments for visitors;
- Manage meeting cycles to include calling for agenda items, assemble relevant documents, prepare agendas, book rooms and refreshments and take minutes where required;
- Produce letters, reports, data analysis and other documents from dictation and manuscript as well as drafting routine correspondence for the Principal;
- Manage the complaints process, liaising with parents/complainants and ensuring the Principal has all relevant information in order to action within time limits set out in the Trust Complaints Procedure, following up to conclusion and keeping a record of these;
- Carry out researching tasks and prepare reports on behalf of the Principal;
- Assist with the elections of parent/staff governors as required;
- Production of Academy documents, e.g. leaflets, prospectus etc.;
- Undertake the role in a flexible fashion to cover any early morning or evening meetings where necessary;
- Organise hospitality for internal Principal meetings and school events as requested by the Principal;
- Manage the Principal's appointment diaries and personal filing systems;

- Liaise with staff, parents, governors, Local Authority, DfE and outside agencies as appropriate;
- Organise general administrative work including all correspondence;
- Produce all Principal reports for Governors when required;
- Be responsible for all correspondence to Governors including agendas and the papers relating to Governors' meetings, preparation of reports to Governors and general liaison;
- Clerk meetings of the Senior Leadership Team and maintain an up to date record of all meetings;
- Organise hospitality for all Governors' Meetings;
- Manage all documentation regarding fixed-term suspensions and permanent exclusions and other student disciplinary matters;
- Assist staff in the school office with secretarial and administrative tasks as required;
- Attend and minute ad hoc meetings as required;
- Produce the agenda and minutes for Senior Leadership Team meetings;
- Support the Principal with certain personnel functions such as:
  - Managing the placement of recruitment adverts; processing applications as they are received and organising interviews;
  - Obtaining employment references of shortlisted applicants;
  - Issuing appointment letters to successful applicants;
  - Reviewing contracts of employment;
  - Carrying out enhanced DBS checks as required;
  - Supporting the Principal/School Business Manager in ensuring that the single central register is kept fully up to date.
- Responsible for checking the eligibility of students for Free School Meals and updating the SIMS database and corresponding with parents throughout the year as changes occur;
- Act as first point of contact for all staff grievances and parental complaints and coordinate the process in accordance with school policies, ensuring a timely response;
- Ensuring the school website is kept up-to-date in relation to responsibility areas, including prospectus, curriculum information, admissions, policies, governors, uniform, ICT, contacts and catering and Academy Events;
- Co-ordination and publication of the Academy Newsletter;
- Support the school's ethos, objectives, policies and procedures by:
  - Engaging actively in the performance review process, addressing appraisal targets set by the line manager;
  - Promoting equal opportunities and celebrating diversity in all aspects of the academy;
  - Playing a full part in the life of the Academy by supporting its distinctive aim and ethos and encouraging staff and students to follow this example;
  - Actively promoting the Academy's corporate policies;
  - Complying with the Academy's Health and Safety policy and undertaking risk assessments as appropriate;
  - Showing a record of excellent attendance and punctuality;
  - Adhering to the Academy's Dress Code;
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person;
- Any other duties reasonably required by the Principal;

## Person Specification

Essential	Desirable	Evidence
<b>Qualifications and experience:</b>		
<ul style="list-style-type: none"> <li>• Educated to at least GCSE Grade C/4 standard or equivalent in English and mathematics;</li> <li>• Experience of working in a busy office environment;</li> <li>• Proven experience in a PA role including diary management;</li> <li>• Experience of organising meetings and accurate minute taking;</li> <li>• Experience of managing and maintaining accurate records and filing systems;</li> </ul>	<ul style="list-style-type: none"> <li>• Further or higher education qualification/s in relevant field;</li> <li>• Experience of working in a school or similar establishment in the role of a PA;</li> <li>• Experience of staff recruitment, procedures;</li> <li>• First aid qualification or willingness to gain one.</li> </ul>	Application form Application letter References Interviews
<b>Knowledge and skills:</b>		
<ul style="list-style-type: none"> <li>• Ability to build and form good relationships with students, colleagues and other professionals;</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities;</li> <li>• Excellent and meticulous organisational skills;</li> <li>• Excellent verbal and written communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of safer recruitment requirements in schools;</li> <li>• Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as school governance, Freedom of Information Act;</li> <li>• Working knowledge of SIMS software package;</li> <li>• Working knowledge of website management or willingness to undertake training.</li> </ul>	Application form Letter of application References Interviews

Essential	Desirable	Evidence
<ul style="list-style-type: none"> <li>• Excellent standard of numeracy and literacy skills;</li> <li>• Ability to absorb and understand a wide range of information;</li> <li>• Ability to manage and deal with confidential data / issues appropriately;</li> <li>• Ability to proficiently use office computer and information management software including word-processing, spreadsheet, database and internet systems.</li> </ul>		Application form Letter of application References Interviews
<b>Personal qualities</b>		
<ul style="list-style-type: none"> <li>• Ability to show initiative and prioritise one's own work and that of others even when under pressure;</li> <li>• Able to follow direction and work in collaboration with Principal;</li> <li>• Able to work flexibly to support others and respond to unplanned situations;</li> <li>• Calm under pressure;</li> </ul>		Application form Letter of application References Interviews

<ul style="list-style-type: none"><li>• Desire to enhance and develop skills and knowledge through CPD;</li><li>• Commitment to the highest standards of child protection and safeguarding;</li><li>• Recognition of the importance of personal responsibility for health and safety;</li><li>• Commitment to the school's ethos, aims and its whole community.</li></ul>		
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