



Job Title:	PA to the Chief Executive Officer
Location:	The Redhill Academy
Salary:	The Redhill Academy Trust Pay Scale, Band 12 (points 56-60) £33,575 - £37,060 (pay award pending)
Hours of Work:	37 hours per week, All Year Round (TTO + 2 weeks considered)
Responsible to:	Chief Executive Officer
Post Objective:	To provide a high level of flexible support to the Chief Executive Officer in achieving the Trust's aims and objectives; maintaining the highest possible standards of customer care at all times; To oversee the Teaching School team and PA's across the Trust.

Main Duties & Responsibilities

- Be responsible for confidential secretarial, administration and clerical duties relating to the Chief Executive Officer's work for the Trust.
- Maintaining a realistic and manageable diary.
- Composing letters for the Chief Executive Officer from minimal information.
- Organising and attending meetings and ensuring the Chief Executive Officer is well prepared for meetings; producing correspondence and collating paperwork.
- Line Management of Teaching School Team, managing work schedules and ensuring quality of work.
- Carry out Performance and Development Reviews for the Redhill Trust and Teaching School Team.
- In conjunction with HR Shared Service, provide administrative support to the staff disciplinary process, including the preparing and distribution of documentation prior to formal meetings.
- Organise agendas and take minutes of ESLT and other meetings as requested by the Chief Executive Officer.
- Organise the annual SLT residential, training and extended planning workshops and SLT external meetings.
- To take responsibility for the events organisation for the central Trust.

- Lead on the preparation of advertisements for teaching vacancies across the Trust and, prepare and send out job details, obtain references and arrange interviews.
- To manage/be responsible for the development of PR & Marketing for the Trust.
- Liaise with parents, governors, trustees, staff, students, general public, unions, government departments, local authority and VIP visitors to the school.
- Responsibility for training and development for PA's in the Trust.
- Oversee the strategic development of Trust Administrative Systems.
- Act as Clerk to the Executive Board of Governors.

General

- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the Academy's policies and procedures.
- Undertake any other duties, which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.