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| **Post Title:** | **Principals PA** |
| **Job Purpose:** | To provide a comprehensive, confidential personal assistant service to the Principal in line with MAT policy and procedures |
| **Responsible to:** | Principal through the Business Manager |
| **Responsible for:** | Act as a first point of contact with parents, carers and other stakeholders on behalf of the Principal  Provide a confidential secretarial service to the Principal  Provide administration support to committees and meetings as necessary |
| **Liaising with (Working Relationships):** | Principal  MAT Central Support  Business Manager  External agencies  Parents and carers  Governors  Executive Principal’s PA  Senior Leadership Team  Staff |
| **Hours of Work:** | Full-time, 37 hours per week, 52 weeks per year |
| **Grade and Range of Post:** | MAT Scale H (£23,836 - £26,317 pa) |
| **Current Base:** |  |
| **Disclosure Level:** | This post is subject to an enhanced DBS disclosure. |
| **Main / Core Duties:** | Working directly with the Principal, provide a comprehensive and confidential personal assistant service, involving representing the Principal, acting as Ambassador for the school when appropriate and assisting in the leadership and management of the school. |
| **Operational Planning:** | To assist and advise in the preparation of the academy budget  To ensure that all business systems support efficient operational plans |
| **Service Provision:** | Ensure the effective and efficient management of incoming enquiries and taking independent action where appropriate to resolve administrative matters and those not requiring specialist advice  Handle all correspondence, including email incoming to the office of the Principal  Be responsible for the Principal’s diary  Provide a full secretarial support to the Principal including the production of correspondence and reports, filing, production of agendas and taking meeting minutes  Receive telephone calls and enquiries for the Principal and to respond, filter and redirect as appropriate  To receive visitors on behalf of the Principal and to make appropriate arrangements for hospitality  Organise meeting and events on behalf of the Principal including making necessary travel and venue bookings  Maintain filing systems |
| **Service Development:** | Maximise the use of ICT in order to enhance the efficiency and quality of support |
| **Staffing and Staffing Development:** | Manage confidential staff records, including minutes of meetings with the Principal |
| **Recruitment / Deployment of Staff:** | Support the Principal in the recruitment of staff where appropriate |
| **Quality Assurance:** | QA filing systems, ensuring that they are kept up to date and easily accessible  Monitor and maintain records including a record of any complaints  QA all correspondence leaving the Principal’s office  Inform the Business Manager or Principal immediately of any Health and Safety or Safeguarding concerns that arise. |
| **Management Information and Administration:** | Maintain/input/update/retrieve information, data and records following set procedures |
| **Communications:** | Be responsible for all communications with the Principal’s office |
| **Marketing and Liaison:** | Ensure that a positive impression of the Academy is given at all times.  Act as an ambassador for the school on behalf of the Principal  Assist in the development of marketing materials and attend events where appropriate |
| **Management of Resources (Other than People):** | Ensure that all resources are available for the Principal’s office |
| **Corporate Responsibility:** | To abide by and implement all policies and procedures of MAT, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures. |
| **Other Specific Responsibilities:** | To provide First Aid within the Academy  To support students with medical conditions as required.  To contribute to the overall ethos, work and aims of the Academy and the Academy Trust.  To carry out all duties in the most effective, efficient and economic manner.  To continue personal development in the relevant area.  Participate fully with arrangements made in accordance with the Academy Trust’s Performance Management Policy.  Perform any other reasonable duties as requested by the Principal and Business Manager. |
| **Safeguarding:** | The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so. |
| **General Statement:** | This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title. |
| **Date:** | July 2019 |