**Job Description**

**Job Title:** Personal Assistant (PA)

**Grade:** C1 37 hours per week, Term Time Only + 5 days

**Responsible to:** The Principal and Senior Leadership Team

**Job Purpose:**

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

**Responsibilities:**

* Provide a high level, full and confidential 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.
* 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.
* Act on own inititaive and with minimum guidance, to undertake research and compile relevant briefing papers for the Principal.
* 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.
* Arrange travel and accommodation (when applicable), take notes or dictation at meetings and provide general assistance during presentations.
* Meet and greet visitors at all levels of superiority.
* 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.
* Screen and prioritise telephone calls and incoming mail / email and reply directly or re-assign to others.
* 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. Administer meetings as required.
* Organise and attend meetings, ensuring the Principal is well prepared for meetings.
* Prepare and assemble agendas and service meetings as required, working in close liason with other team members as necessary.
* Ensure that the Principal’s personal administration and itinerary requirements are met effectively and reliably.
* Undertake work outside normal office hours in order to meet the variable nature of workloads and deadlines.
* Attend safeguarding duties throughout the day to support the wider academy.
* Ensure that the acadmey meets its safeguarding requirements by maintaining an up to date Single Central Record.
* Monitor and maintain health and safety within the work area and comply with Health and Safety policies.

**Other Duties:**

* Form positive professional relationships, and work in partnership with colleagues throughout the Trust.
* To willingly engage with training as required by the academy.
* Treat all aspects of the role with the strictest confidentiality.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person

**Any Special Conditions of Service:**

* The post is subject a six -month probationary period
* Occasionally there may be a requirement to work off-site and undertake work outside normal office hours, on occasions, in order to meet the variable nature of workloads and deadline sand to support academy events.
* Contribute to the overall ethos/work/aims of the academy.
* The academy operates a No Smoking Policy.

**Personal Responsibilities:**

* Hold positive values and attitudes and adopt high standards of professional behaviour.
* Carry out the duties and responsibilities of the post, in accordance with the Trust’s Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
* Take responsibility for safeguarding and promoting the welfare of children and young people.

*The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check.  We promote diversity and aim to establish a workforce which reflects the population of Leeds.*

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** | **Measured** |
| **Qualifications and Experience** | * Grade C or above in GCSE English and Mathematics (or equivalent) * ‘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 * 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 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 |