

Job title:	PA to Principal	Salary:	Competitive	Contract term:	Permanent Term Time Only (TTO) plus one week (40 weeks) 40 hours per week
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Responsible to:	Principal	Responsible for:	N/A
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Mossbourne Federation

The Mossbourne Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning within the Academy. The Mossbourne Federation has helped change students' lives.

The Mossbourne Federation comprises four academies:

- Mossbourne Community Academy (secondary)
- Mossbourne Victoria Park Academy (secondary)
- Mossbourne Parkside Academy (primary)
- Mossbourne Riverside Academy (primary)

Across the four academies operates a Central Services Directorate which supports all the academies delivering services such as estates, facilities, security, ICT, and telecommunications management, together with corporate communications, human resource and finance functions.

Mossbourne Victoria Park Academy

At Mossbourne Victoria Park Academy we are building on the Mossbourne ethos to provide an inspiring education for all our students. With learning at the heart of everything we do, Mossbourne Victoria Park Academy is continuing to raise expectations and achievement in Hackney and its neighbouring boroughs with the belief that all students can fulfil their true potential. Our students receive great lessons, enjoy a vibrant Enrichment programme and have access to debate, speech-making and presentation training through our Oratory specialism. Our outstanding teaching staff work in a rewarding environment where everyone pulls together for the same thing; the best possible deal for our students.

The Administration/Reception Department

The Administration/Reception department consists of a group of front line office staff working together to the delivering of high standards of customer services and administrative duties at each Federation Academy. They work under the direct supervision of the Principal and one of the Associate Vice Principals.

PA to Principal Role

The Personal Assistant to the Principal will provide a comprehensive professional service to the Principal of Mossbourne Victoria Park Academy. This role will undertake a full range of secretarial and administrative duties and will ensure the efficient and effective running of the Principal's office and daily business.

This is a key post ensuring support to the Principal in promoting the vision, ethos, culture and policies of the emerging Federation. The post holder will act as the key contact within the Federation for all activity relating to the Principal of Mossbourne Victoria Park Academy. The ability to effectively and intelligently liaise with top management as well as to balance and prioritise the challenging and changing needs of the Principal are vital. Day to day, the post holder will be involved in matters such as complex diary management, efficient travel organisation and expense coordination.

Key Accountabilities

Administrative support

The post holder will be responsible for providing administrative and secretarial support to the Principal which includes but is not restricted to:

- Planning and managing the Principal's time
- Planning the Principal's diary in line with agreed priorities, initiating and arranging external and internal meetings, handling and prioritising requests for the Principal's time, managing his in-tray, opening mail and referring matters to the Principal or delegating action as appropriate to others; ensuring relevant papers are available, and follow up actions are seen through; dealing with queries, especially in the absence of the Principal, and decide how to deal with the query, consulting with the Vice Principal as appropriate
- Meeting with the Principal daily and as required
- Coordinating the Principal's travel arrangements
- Operating an efficient recording and response system for the Principal's correspondence, ensuring that appropriate responses are made within a reasonable time frame
- Circulating to and consulting other colleagues in order to collate the information required to respond to correspondence
- Maintaining both a paper and electronic recording and filing system for the Principal to ensure key papers are accessible when required
- Managing telephone calls and visitors to the Principal's office
- Organisation and management of meetings
- Following up actions required by and from the Principal, to ensure deadlines are met
- Maintaining the Academy calendar, and ensuring key stakeholders are aware of forthcoming events
- Managing confidential correspondence for the Principal and Governors
- Taking effective minutes of meetings as required
- Liaising with the Governing Body in arranging meetings as required including all related administrative tasks
- Managing hospitality for meetings and events/functions throughout the year

- Academy credit card management and administration

Project Support

- Supporting, managing and attending events including open days and parents' evenings, fundraising receptions, marketing initiatives and community facilities
- Providing updates for the websites, including as appropriate writing some copy and supporting social media feeds
- Carrying out research as required
- Collating regular reports for, and attend, meetings with colleagues and the Principal as required

Communication/Public Face

- Welcoming and providing refreshments for visitors to the school as appropriate
- Assisting people in a helpful and diplomatic manner
- Overseeing and dealing with parental queries, especially complaints, deciding what action needs to be taken and by whom
- Ensure all written correspondence (such as PR material) reflect the appropriate ethos and are error free
- Liaising with the Vice Principal overseeing complaints and keep an updated and detailed complaints log to include all action taken
- Assisting with the production of a newsletter and related material
- Regularly review the schools' website for accuracy and ensure it is kept up to date.
- Dealing quickly and calmly with emergencies giving accurate information to the emergency services when required

Other duties

- Undertaking other related duties which the Principal may require from time to time within reason
- Undertaking variety of shared general school administrative jobs when absence necessitates
- Supporting the Principal, Chair of Governors and Vice Principal to be effective in managing all aspects of the Academy
- Supporting the senior leadership team, as required, with a confidential secretarial service
- Ensuring compliance with appropriate legislation (eg the Data Protection Act)
- If appropriate (depending on experience), to regularly monitor the administrative operation of the Academy to ensure that the team is working efficiently and effectively

The duties and responsibilities of the post may vary from time to time according to the changing needs of the Academy.

Person Specification				
Essential [E] or Desirable [D]	Requirements	Assessment Criteria		
		Interview	Application form	Task (lesson)
Experience				
E	<ul style="list-style-type: none">Demonstrable experience in a Personal Assistant or secretarial role	✓	✓	
D	<ul style="list-style-type: none">Experience in the use of Management Information Systems	✓	✓	
E	<ul style="list-style-type: none">Successful administrative experience, ideally in an educational environment	✓	✓	
E	<ul style="list-style-type: none">Good understanding of safeguarding procedures in a school setting	✓	✓	
E	<ul style="list-style-type: none">Typing speed of 60 wpm	✓	✓	
E	<ul style="list-style-type: none">Minute taking experience	✓	✓	
D	<ul style="list-style-type: none">Experienced in dealing with confidential work with tact and discretion combined with a calm personality and sound judgement in dealing with adults and children	✓	✓	
Qualifications				
E	<ul style="list-style-type: none">Preferably degree level (Office Skills/Business Administration)	✓	✓	
IT knowledge				
D	<ul style="list-style-type: none">Advanced knowledge of the Microsoft package (Word, Excel, Outlook, Publisher, Power Point)		✓	
E	<ul style="list-style-type: none">Ability to swiftly adapt to and utilise new/various systems/software		✓	
Behavioural Competencies				
E	<ul style="list-style-type: none">Confident, self-motivated and with initiative and judgement to be able to contribute significantly to assisting the Principal in prioritising, delegating and generally managing diary commitments and workload	✓	✓	✓
E	<ul style="list-style-type: none">A high degree of inter-personal awareness, including initiative, diplomacy, discretion and a professional approach	✓	✓	✓
E	<ul style="list-style-type: none">The ability to communicate effectively with people at all levels and to assess and diffuse confrontational situations	✓	✓	✓
E	<ul style="list-style-type: none">Excellent numerical, (including financial), written, oral, administrative and organisational skills	✓	✓	

E	<ul style="list-style-type: none"> Must be able to manage own work load effectively and respond swiftly to tight dead lines 	✓	✓	✓
	<ul style="list-style-type: none"> Have exacting standards and a keen eye for detail 	✓	✓	
E	<ul style="list-style-type: none"> Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships 	✓	✓	✓
E	<ul style="list-style-type: none"> Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit 	✓	✓	✓
E	<ul style="list-style-type: none"> Willingness, and ability, to contribute to whole Academy INSET 	✓	✓	✓
E	<ul style="list-style-type: none"> To practice equal opportunities in all aspects of the role and around the work place in line with policy 	✓	✓	✓
E	<ul style="list-style-type: none"> To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post 	✓	✓	✓
E	<ul style="list-style-type: none"> Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation 	✓	✓	
Applicable to all staff				
E	<ul style="list-style-type: none"> Undertake training as required to so in order to fulfil the requirements of the role 	✓	✓	✓
E	<ul style="list-style-type: none"> Support Mossbourne's efforts both verbally and non-verbally (i.e. via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings 	✓	✓	✓
E	<ul style="list-style-type: none"> Play an active role in terms of Safeguarding all students and adults 	✓	✓	✓

Mossbourne Federation reserves the right to modify the above contents in order to ensure the needs of the Federation and the students are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.