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**Joseph Leckie Academy**

**JOB DESCRIPTION – PRINCIPAL’S PA**

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| **Job Title:** Principal’s PA**Work Location:** Academy Based**Reports to**: Finance and Administration Manager**Grade: G5/6** £20,344 - £26,317 (Actual Salary £17,011 to £22,005.60 pa) Dependent on qualifications and experience.**Hours of Work:** 37 hours per week. Term time only**Accountable to:** The Principal**Responsible to:** The Principal  |

**Job Purpose:**

To provide comprehensive secretarial and administrative support to the Principal of Joseph Leckie Academy requiring discretion, confidentiality and decision-making. 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 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, take notes or dictation at meetings and provide general assistance during presentations as necessary.
* Meet and greet visitors on behalf of the Principal.
* Receive and direct incoming / outgoing mail and 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.
* Provide reception for visitors, 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 attending meetings and ensure that 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.
* On occasions, undertake work outside normal office hours in order to meet the variable nature of workloads and deadlines.
* 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.

**Person Specification**

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| **Attribute** | **Desired** | **Essential** |
| Grade C or above in GCSE English and Mathematics (or equivalent) |  | X |
| Minimum of two years’ relevant experience in a personal secretary role |  | X |
| Previous experience of working within a school | X |  |
| Ability to prioritise tasks |  | X |
| Ability to work independently |  | X |
| Ability to work well as part of a team |  | X |
| Be competent in the use of Microsoft applications (Word, Excel) etc |  | X |
| Good knowledge of MIS system preferably SIMS | X |  |
| Ability to deal sensitively with confidential information |  | X |
| Ability to prepare and present information including the minutes of meetings using a range of software packages |  | X |
| Ability to draft and proof read using a high standard of written English |  | X |
| Ability to draft correspondence to a proficient standard |  | X |
| Have a calm, confident and helpful telephone manner |  | X |
| Demonstrate a commitment to child protection, safeguarding and all procedures at Joseph Leckie Academy |  | X |
| Excellent organisational skills and effectively prioritise time and work |  | X |
| Experience of organising events / meeting  | X |  |
| Experience of liaising with external organisations | X |  |
| Experience of working within an educational setting | X |  |
| First aid qualification and be willing to work additional hours if required (with sufficient prior knowledge) | X |  |
| Flexibility to the needs of the Academy |  | X |
| Have excellent communication skills, both verbal and written |  | X |
| Having a positive attitude and working well with others |  | X |
| Knowledge of GDPR procedures  | X |  |

June 2019