**Job Description: PA to the Principal**

**Salary Scale:** Grade 4/5,

**Number of weeks per year:** 44.5

**Number of hours per week:** 25

**Agreed working days and hours:**

Monday: 9.30 – 2.30

Tuesday: 9.30 – 2.30

Wednesday: 9.30 – 2.30

Thursday: 9.30 – 2.30

Friday: 9.30 – 2.30

**Line Manager:** Principal (Mr J. Ludlow)

**Purpose of role and line management:**

* The PA to the Principal is a member of the **Curriculum Administration Team**.
* The purpose of this post is to oversee and organise the Principal’s calendar and schedule and organise and carry out the Principal’s administration. It is also to support the Clerk in the administration for Governors and to support the administration for HR
* Within this post, you will be working under the direction and support of the Principal

**Main Duties:**

* To Manage the Principal’s diary and appointments including incoming communications e.g. telephone, email, post etc.
* To manage any incoming correspondence referring on as appropriate; screening telephone calls, enquiries and requests, and handling them as appropriate.
* To support the Principal’s management of administrative duties including the preparation of necessary documents and reports.
* To organise and file paperwork, documents and computer-based information.
* To receive visitors on behalf of the Principal.
* To maintain a discreet and professional relationship with parents and visitors acting accordingly with any sensitive material or information.
* To undertake liaison between the Principal and school staff, parents and the local community in general.
* To arrange accommodation/travel for meetings, preparation and distribution of agendas and paperwork and minute taking for staff briefings, meetings, leadership meetings etc.
* To book and oversee all hospitality arrangements for the Principal’s meeting and school events.
* To maintain and monitor the registry of school policies including the revision and drafting of policies as appropriate
* To provide administrative support for the Senior Leadership Team as directed by the Principal.
* To record and disseminate briefing notes to all staff

**RHR**:

* To carry out recruitment procedures under the direction of the Principal and Personnel Committee and convene interview panels in accordance with statutory and Governor procedures
* To plan, co-ordinate and provide administration support for interviews and recruitment processes
* To support the Principal in relation to the Performance Management and Threshold process.
* To provide an accurate and quality service for Personnel and HR administration and be responsible to the Principal for aspects of staffing/personnel administration - ensuring that B2Bs are processed in liaison with data manager

**Governance:**

* To liaise with the Chair of Governors and the governing body as appropriate
* To liaise with the clerk to the governing body to ensure that documents for governors meetings are distributed and filed appropriately
* To clerk governor sub-committees as required
* To organise and oversee the effective use of the Governors room

**General**:

* To undertake a systematic study or working practices in order to continuously improve service provision
* To undertake training as required
* To comply with the Council’s Equal Opportunities and Health and Safety Policy
* To assist in general duties as reasonably requested by the Senior Leadership Team

**Qualifications:**

Minimum of 5 GCSEs including English and Maths and a National Vocational Qualification in Administration or a Diploma in Administrative Management equivalent

Highly proficiency keyboard skills

Working knowledge of Microsoft applications/SIMS/and data systems

Previous office and clerking experience

Maintain a high standard of tidiness and health and safety within the working office area

To act with integrity and to set a good example

Warm, friendly and flexible approach to all

Ability to work independently and also within a team

Keenness to further develop expertise and willingness to learn

Undertake a programme of professional development through Performance Management and Appraisal

Signed (Post holder): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (Line Manager): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_