



Job Description

Title:	Personal Assistant to Headteacher/Manager of Administration Services
Reports to:	Headteacher
Pay Spine Point:	Grade 8 SCP 26-31)
Responsible for:	Ensuring the Academy is adequately resourced of administrative support when needed (Lead Student Service Administrator and Receptionists)
Contract Type:	Term time plus 2 Weeks (Willingness to negotiate)

Key Duties and Responsibilities

- To be the first point of contact for project related enquiries and for handling telephone calls.
- To provide efficient, professional and confidential secretarial and administrative service to the Headteacher.
- Maintain close contact with Deputies in Headteachers absence.
- Clerical duties for example:
 - Organising, attending and taking minutes of meetings including Senior Leadership Team and Curriculum Directors' meetings periodically
 - Diary Management for Headteacher
 - Welcoming and looking after visitors
 - Correspondence with clients and consultants
 - Dealing with incoming email and post.
 - Administration of the Appraisal system in liaison with Deputy Headteacher
 - Administration of CPD system in liaison with Assistant Headteacher
 - Management of electronic signing in system:
 - updating joiners and leavers as required
 - Safeguarding welcome screen
 - Ensuring evacuation lists are accurate
 - Manage and maintain staff safeguarding training records
 - Support DSL with Safeguarding responsibilities
 - Receive DAI notices on behalf of the Academy
 - Manage Hays Portal
 - Monitor PA email account
 - HR Admin
 - Liaise with Senior Attendance and Welfare Manager for student leave of absence request.
 - Responsible for school credit card and ensure associated spend is recorded on finance portal.
 - Maintain SIMS Information for staff absences.
 - Admin for MoveIT system
 - Monitor and record Plus Days and Toil for associate staff.
 - Monitor and record Annual Leave for Full time associate staff.
 - Working knowledge of SIMS.
- To provide assistance with the completion and distribution of Academy Documents.
- Production of various reports, briefing papers and presentations for a range of audiences.
- Carrying out background research and presenting findings into subjects the Senior Leadership Team is dealing with.
- Arranging travel and accommodation.
- Supporting the Academy's Data Officer in the analysis and production of attainment data as directed by the Deputy Headteacher.
- Managing the Academy's administration functions, ensuring the Academy is adequately resourced when needed.
- Manage Academy Calendar in liaison with Headteacher/Senior Leadership Team.
- Overseeing the workload of Academy Administrators.

- Assist with the co-ordination of academy events.
- Work collaboratively with Executive Assistant to Chief Executive and other PAs.
- Regular communication with various Academy/Trust Personnel to include, Site, Catering and Cleaning in relation to Academy events.
- Oversee centralised stationery ordering and stock levels.
- Attending full staff and department meetings as required and support departmental events.
- Liaise with Sandwell Childrens services for receiving and sending incident reports.
- Liaise with Headteacher/Deputy Headteacher for lockdown situations.
- Other duties as commensurate with the PA role.

Component 1 – Wider Professional Effectiveness

- Participate in and engage with Academy Inset and Professional Development, whether in-house or external.
- Through the mechanisms of Appraisal and Quality Assurance, demonstrate improvement in your role as a result of Professional Development and Inset.
- Disseminate the outcomes of Inset to other staff and ensure that the Executive Team are aware of such innovation and cutting edge development.
- Effectively contribute to the Academy improvement planning process.

Component 2 – Role Model

- Ensure that 'no student is left behind', in their academic and personal development.
- Conform to the Trust's Dress Code for staff and demonstrate exceptional standards of presentation, conduct and time keeping.
- Build team commitment amongst students and staff alike.
- Engage and motivate students and staff to do their best by doing your very best.
- Demonstrate a positive approach to your professional duties and improve the quality of student learning.

Additional Components

- To consistently uphold the Academy's aims and strive to attain Academy Targets.
- To work in a cooperative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the Academy.
- To work with students within the framework of the Academy in a courteous, positive, caring and responsive manner.
- Play a full part in the life of the Academy's community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Demonstrate both enthusiasm and high standards of professionalism to all Academy stakeholders.
- It is the responsibility of each employee to carry out their duties in line with all Academy Policies promoting a positive approach to a harmonious working environment.
- The job purpose and key task statements above are indicative and by no means exclusive. The need for flexibility amongst staff is therefore considered important.
- To undertake any other duties deemed reasonable by the Academy Executive Team for the post at this level.

Health and Safety Responsibilities

- All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of Q3 Academy and undertake risk assessments as appropriate. Full details can be accessed via the staff website.
- Q3 Academy is a designated no smoking site.

The Academy is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.





Personnel Specification

Job Title Headteacher Personal Assistant/ Manager of Administration Services	Thematic Area	Date Completed May 2016
Grade Grade 8 (SCP 26-31)	Location Q3 Academy, Great Barr	Signature

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together, the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	D	N/A	How identified
1. Physical	<p>A good attendance record. Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the last 12 months prior to the closing date of the post.</p> <p>Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made.)</p>		<p>Job and medical history from application form and references.</p> <p>Performance in interview process.</p>
2. Qualifications	Educated to GCSE standard or NVQ or equivalent		<p>Formal possession of an appropriate qualification to be verified at interview or from records</p>
3. Experience	<p>Experience of working in a busy office environment.</p> <p>Knowledge of general school policies and procedures.</p>		<p>Past employment activity record, performance in related selection methods.</p>
4. Training	<p>Use of ICT equipment.</p> <p>Training will be provided on the job</p> <p>Willing to attend relevant training.</p> <p>Willing to develop the role</p>		<p>Past training history from application form and records. Selection process by demonstration of ability to display knowledge and skills at the interview.</p>

	Essential	N/A	How identified
5. Special Knowledge	<p>Knowledge of Microsoft office</p> <p>((Working knowledge of SIMs desirable)</p> <p>(SIMs timetable knowledge desirable)</p>		Qualifications held and demonstration of knowledge at interview.
6. Circumstances (personal)			Ensuring candidates are aware of these requirements from the job description. Interview questions and application form details.
7. Disposition	<p>Ability to understand the role of others working in the Academy. Steady and dependable. able to work as part of a team and also on own initiative. Accuracy of work with excellent attention to detail. Flexible, ability to manage own time effectively. Excellent organisational skills and ability to work to deadlines. Understand procedures and legislation relating to confidentiality.</p>		Performance in related selection process.
8. Practical and Intellectual Skills	<p>Keyboard skills.</p> <p>Good spelling and grammar</p>		Performance in related selection process
9. Legal Requirements	Enhanced DBS Check for Regulated Activity		DBS check undertaken