**Job Description**



**POST:** PA to Principal and Vice Principal/HR Support

**SCALE:** APT & C 6 (Pts 26-28)

 £23,398-£24,964 (pro-rata)

 (Actual salary £20,204-£21,557)

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**HOURS:** 8.00 am – 4.00 pm - Mon – Thurs (30 mins for lunch)

 8.00 am – 3.30 pm - Friday

37 hrs per week – term-time + one week

 (40 weeks per annum)

**RESPONSIBLE TO**: The Principal working with the Principal, the Vice-Principal and Business Manager.

**SECRETARIAL AND ADMINISTRATIVE**

* To provide a full range of advanced secretarial services for the Principal and VP, including minute taking, systems and filing etc.
* To manage the Principal’s diary, organise and schedule meetings, book courses, arrange travel and book accommodation. To develop and distribute agendas, and prompt actions from academy business meetings, at all times maintaining timely responses to tight deadlines.
* To remain conversant with the Principal’s and VP’s workload on an on-going basis, whilst actively supporting both in discharging day-to-day academy matters and queries. This will involve undertaking roles and tasks (with minimal supervision) that require an in-depth understanding of methods, systems and processes over a range of procedures. You will act as a trouble-shooter for referred problems.
* To sort and distribute the incoming mail from OAT and the Department for Education (DfE) to the necessary/relevant parties across the academy.
* To receive the Principal’s and VP’s incoming telephone calls, responding to queries and providing general information about the academy as appropriate.
* To receive and welcome visitors to the Principal and VP in a professional manner, providing refreshments as required.
* Working independently but as directed by the Principal and VP, to take responsibility for the preparation and compilation of formal correspondence, reports, emails, mail merges, spread-sheets, databases and presentations (using the full suite of Microsoft Office or other such software packages).
* To review and develop administrative systems; undertake research, obtain and disseminate information to others, to ensure effective and efficient management of a heavy workload.
* To develop and supervise the maintenance and accuracy of manual and computerised records/management information systems (sometimes initiating and implementing change) to meet agreed service standards and support efficient academy management.
* To record and ensure the prompt and accurate distribution of the notices from the academy’s morning briefing sessions.
* To supervise, coach and mentor less experienced colleagues and team members, to support the achievement of individual and team performance/development objectives.
* To acknowledge the need for and practice confidentiality, in regard to handling sensitive information pertaining to students, staff or academy matters/issues.

**GENERAL DUTIES AS REGARDS HUMAN RESOURCES:**

* To prepare effective recruitment materials including job descriptions, person specifications, advertisements and information packs for candidates which reflect the academy in a positive light in conjunction with the Business Manager.
* To assist the VP in managing the recruitment budget.
* To service the short listing panel and provide them with references and other documentation as required.
* To assist with the organisation of the interview process and timetable of the interview day (ensure interview records are kept in line with regulations) – ensuring at all times the academy is reflected in a positive way.
* Ensure effective communication with candidates throughout the interview process. Upon appointment arrange for the appropriate documentation to be completed in conjunction with the Business Manager and statutory requirements (including safeguarding checks) met.
* Assist with the induction process for all new staff at all levels to ensure all regulations are met.
* To assist with the organisation of absence management control including return to work interviews, preparing paperwork for setting up occupational health interviews and work to reduce the impact of long term absence in line with academy policy.
* Ensure all staffing appointments and conditions of service are communicated effectively to the Business Manager for Payroll to be completed adequately.

**SUPPORT FOR THE GOVERNING BODY**

* To provide support to the academy’s Governing Body as, and when, required in the absence of the Clerk to Governors.

**Duties and Responsibilities – General**

* To adhere to existing practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
* To participate in the academy’s performance management programme.
* It will be necessary to work with information technology and associated systems in accordance with academy policies
* To co-operate with the academy in complying with relevant health and safety legislation, policies and procedures in performance of the duties of the post.
* To carry out the duties and responsibilities of the post in compliance with the academy’s Equal Opportunities policies.
* To maintain confidentiality and observe Data Protection and associated guidelines where appropriate.
* To understand and comply with the academy’s environmental policies.
* To carry out any other duties which may be reasonably regarded as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

**DBS/SAFEGUARDING STATEMENT**

The academy is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring check.