

Role Profile & Person Specification

Job Title:	Personal Assistant to the Principal
Responsible to:	Principal
Grade:	Scale F
Terms and Conditions:	<ul style="list-style-type: none">• Normal hours of Work 8.00am - 4.30pm, Monday to Thursday. 4.00pm finish on Friday, (one hour for lunch).• 37 hours per week.• Work pattern: Term time plus 10 days made up of all INSET days and days during holidays as agreed with the Principal• Flexibility in the time of hours worked is essential to meet the needs of the school. (As agreed with the Principal)

Core Purpose:

- The implementation of the role is to enable a greater focus on leadership of teaching and learning, the effectiveness of leadership and management and personal development, behaviour, safety and welfare within the school / academy.
- To provide efficient and effective administrative and secretarial support to the Principal and other members of the LT.
- Manage the administration team including reception and finance staff.
- Ensure efficient and effective front of house / reception / administration / HR / finance and other systems and processes are in place.
- The role is linked to the leadership team and requires working closely with them and providing attendance at leadership team meetings
- To promote a positive image of the school / Academy to all, through ways of working and in communication with others
- To liaise with others in the school / Academy to ensure coordination of activities and approach, particularly across the Leadership team and other administrative managers
- Maintaining good public relations; assisting visitors to the school / Academy in a calm, sympathetic, efficient and helpful way together with promoting a positive image of the school.

Key Areas of Responsibility:

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To act a Personal Assistant to the Principal:

1. Manage correspondence, arranging meetings and to be the first point of contact for appointments, efficient and effective record keeping, to minute all meetings and complete all associated records as required.
2. To manage the Principal's time effectively, including active diary management, working to agreed priorities and targets
3. To progress issues on behalf of the Principal where appropriate, notifying them of actions taken and outcomes secured
4. To highlight issues which need the Principal's urgent personal attention
5. To draft initial replies to routine correspondence for the Principal's consideration
6. Maintain an accurate SCR, meeting all Ofsted, school/ Academy and Trust expectations
7. Effectively administer all aspects of HR including, but not exclusively:
 - a. The Single Central Record, contracts of employment, holiday and absence records, all recruitment processes, ensuring all Trust systems are implemented effectively in accordance with all guidance and regulations.
8. Maintain accurate, confidential and up-to-date documentation as required including staff details on the school MIS Eg Monthly staff absence report.
9. Book rooms, organise meetings and refreshments.

Provide support to the Principal and other LT members including:

1. Organisation of events, administration, (including admin of online resources such as IRIS and Blue Sky), to acquire data and research information and to draft documents based on research such as reports and presentations . Scheduling lesson observations and quality assurance systems as required and arranging follow up meetings.
2. To undertake other administrative tasks for the LT as required, such as:
Create/maintain policies when required in conjunction with appropriate colleagues,
3. Taking minutes for any meetings as necessary including, but not exclusively staff briefing, Cluster meetings, Staff meetings (INSET as required) Learning Board and LT meetings. (see note re flexible working requirement)
4. To ensure the maintenance of clear and effective filing, records and other systems (including HR) and to keep them updated
5. To assist with and attend school functions and support the wider Admin function within the school as required
6. Support the LT to collect and maintain key performance indicator data for the Academy's quality assurance system.
7. To make & manage arrangements for meetings organised by the LT as required, including

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Health and Safety

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

1. In conjunction with the Line Manager, take responsibility for personal professional development, keeping up-to-date with developments related to teaching and learning and personal development, behaviour and welfare which may lead to improvements in the provision of the academy.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

1. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
2. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this role profile.
3. Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.
4. This role profile is current at the date shown, but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.