

Job description

Job Title:	PA to the Principal
Salary Scale:	TBC
Gross Salary:	£Negotiable (39 weeks per year)
Hours of Work:	30 or 37 hours per week term time plus 5 additional training days.
Accountable To:	Governing Body
Reports To:	Business Manager

Job purpose

To provide a high level of confidential day-to-day administrative support to the Principal and Leadership Team.

Main duties

- Provide confidential secretarial services to the Principal.
- Create and maintain key school publications such as; School Development Plan, School Evaluation Form and risk assessments in liaison with the Leadership Team.
- Communicate on behalf of the Principal and Leadership Team with all stakeholders of the school and vet all external official correspondence such as letters to parents and other stakeholders.
- Securely open, sort and prioritise all of the Principal's correspondence.
- Assemble and prepare papers and reports required by the Principal to attend meetings.
- Minute key school meetings, including Governor Body meetings.
- Monitor and track all the school policies in line with government requirements including publishing relevant policies on the school website.
- Assist with the completion and submission of the school census within the required timescale.
- Maintain the school's website and social media sites to drive the schools profile and to ensure compliance.
- Lead in the design and ordering of student planners each academic year.
- Ensure compliance with UK GDPR, assisting with the processing of Freedom of Information Requests and Subject Access Requests.
- Liaise with Governors, staff, parents, Local Authority, union and other outside agencies.
- Arrange hospitality events or meetings involving Governors, Principal and Leadership Team.
- Identifying opportunities for improving processes and systems.

Other administrative duties as and when required to cover for the work of other members of the administration team.

Behaviour and Safety

- To be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.

Team working and collaboration

- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.

Professional development

- Regularly reflect on the effectiveness of your role as part of the appraisal process and participate in training and development opportunities.

Safeguarding Children and Vulnerable Adults

- To be responsible for promoting and safeguarding the welfare of students within the school, raising any concerns by following the school protocol/procedures.

Equality and Diversity

- Support the School in meeting the general Equality Duty under the Equality Act 2010.

Health and Safety

- Reasonable care for the health and safety of themselves and other people. All staff should comply with the School's Health and Safety Policy.

This job description is not exhaustive and it is expected that the post-holder will undertake additional duties on occasion, within their capabilities. This document will be regularly reviewed and changes will be made in consultation with the post-holder.

Signature of Post-Holder: _____ Date: _____

Signature of Principal: _____ Date: _____

Person specification

	Essential	Desirable
Qualifications	<p>5 GCSEs grade A-C / 9-4 including Maths and English.</p> <p>A Level or equivalent Level 3 qualification.</p>	
Experience	<p>Proven experience as PA, preferably in a school environment.</p> <p>Ability to prioritise and manage workload.</p> <p>Experience of minute taking and report writing.</p>	<p>Experience of website and social media data input and management.</p> <p>Experience of completing school censuses.</p>
Knowledge	<p>Ability to use Microsoft Office Software, email and internet, with excellent word processing and IT skills.</p> <p>Good knowledge and awareness of the principles of UK GDPR and how these relate to the school environment.</p> <p>Fluent in English.</p>	<p>Ability to demonstrate a good understanding of autism.</p> <p>A good understanding of, and commitment to, safeguarding, health and safety, data protection and equal opportunities.</p>
Skills	<p>Enthusiasm, motivation and flexibility.</p> <p>A professional approach and high professional standards.</p> <p>Exceptional written and oral communication skills, including good command of English grammar.</p> <p>Ability to communicate effectively with all stakeholders, using a variety of methods.</p> <p>Ability to problem solve, make decisions and remain calm under pressure.</p>	<p>Ability to issue tasks to other staff members and manage these to ensure tasks are completed on time.</p>

	<p>The ability to research, digest, analyse data and present material clearly and concisely.</p> <p>Excellent organisational skills, attention to detail and high standards.</p> <p>Excellent interpersonal skills.</p> <p>Ability to work in strictest confidence.</p> <p>Ability to work on own initiative.</p> <p>Ability to work under pressure and to tight deadlines.</p>	
Attitude	<p>Well presented with a welcoming, friendly manner.</p> <p>Flexibility and adaptability to handle a range of multiple tasks and to work extra hours to meet deadlines when needed.</p> <p>Ability to remain calm under pressure.</p> <p>Honesty and reliability.</p> <p>Ability to undertake the duties of the post with reasonable adjustments as required under the Equality Act 2010.</p>	

Closing date for applications:	09:00 on Tuesday 4 January 2022
Contact:	0113 4570605