

JOB DESCRIPTION	
Job Title	Personal Assistant to the Principal
Salary Scale	F
Hours of Work	37 hours per week
Weeks Worked	Term time plus 4 weeks
Responsible to	Principal
Location	Hethersett Academy

MAIN PURPOSE OF ROLE

- To provide confidential, efficient and effective personal assistant support to the Principal and act as an ambassador for the Principal and school in all matters
- To support the Principal in helping to ensure the school teaching and non- teaching services are delivered to a high standard in keeping with the aims and objectives of the school
- To ensure high standards of communication between the Principal, Chief Executive, Trust Central Staff, Executive Leadership Team, Governors, staff, parents, pupils and all external stakeholders

ORGANISATIONAL RELATIONSHIPS

- Responsible to the Principal
- Liaises directly with a range of stakeholders, including Governors, parents, government departments, school staff, central Trust staff, PA's in Trust, and external stakeholders including key business figures and leaders of other schools and colleges in the area

PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES

- To act as confidential personal assistant to the Principal.
- Organise the Principal's diary and arrange meetings on his behalf including both internal school meetings and those with a variety of external stakeholders
- Liaising with tact and diplomacy with school staff, Governors and others outside the school, particularly parents, government departments and members of the local community
- Take calls and dealing with visitors on behalf of the Principal in a welcoming and effective manner

- Deal with parent queries, including deciding what action needs to be taken and by whom
- Draft letters and electronic communications on behalf of the Principal
- Manage communications within the site team, ensuring that all schools needs are met in a timely manner
- Arrange refreshments/lunches as required for school events and visitors.
- Set up and maintain effective filing systems, both electronic and hard copy
- Assist in the arranging and smooth running of all aspects of school events under the direction of the Principal/Vice Principal. Events may include parent information evenings, induction days, student presentation evenings and the hosting of external events involving the wider community
- Assist with the administration of engagement events
- To administer the Inspiration Trust performance management communications
- Manage incoming communication, ensuring prompt and appropriate responses are made on behalf of the school, with reference to the Principal or another member of staff as appropriate
- Record morning staff briefings, SLT meetings, School Council meetings, Curriculum Leads meetings. Circulating notes in a timely manner.
- Write and share the weekly staff bulletin
- Supervise the office team
- Provide reception cover during Receptionist's absence and as part of cover duty rota
- Prepare and distribute school newsletter and other school communications (including staff handbook, staff lists, prospectuses, school policies and procedures)
- Prepare and distribute communications with parents including ParentMail set up and correspondence
- Maintain/update school calendar
- Organise any required transport and passenger booking
- Record and bank all payments received from students.
- Monitor and administer the Disadvantage Student Hardship fund
- Purchase items on school credit card as authorised by the Principal. Manage finance portal/lettings, invoices and supermarket orders
- Order items/services via the Trust's web-based procurement system as authorised by the Principal
- In liaison with HR, support induction for new employees ensuring paperwork is completed in accordance with Trust requirements
- Maintain staff attendance records
- Assist with staff recruitment and selection processes in liaison with the Trust HR Department.
- Undertake any other duties of an administrative nature or within the scope of the post as determined by the Principal

PERFORMANCE MANAGEMENT

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

CONTEXT

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

MISCELLANEOUS

To undertake any further tasks which could be reasonably expected by the Trust.

The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information.

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain his/her personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equal Opportunities Policy.

This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and task, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
Qualifications		
Good level of education including GCSE (or equivalent) in Maths and English	✓	
NVQ Level 3 or equivalent in a relevant discipline or equivalent experience	✓	
Educated to degree level or equivalent		✓
Experience		
Strong experience of undertaking PA work	✓	
Experience of working in a school	✓	
Sound experience of development, management and operation of organisational and administrative procedures	✓	
Experience of problem solving and of dealing with and prioritising a wide range of day to day tasks	✓	
Experience of dealing with confidential information	✓	
Skills, Knowledge		
Able to work on own initiative, with minimal supervision in a highly professional and confidential manner	✓	
Able to build good working relationships with teaching staff and build and retain the confidence of the Principal in managing day to day events on her behalf	✓	
Ability to build good working relationships with a range of external stakeholders and to be able to deal with difficult, often unexpected, situations as and when they arise in a calm and effective manner	✓	
Excellent IT skills, including being skilled in the use of Microsoft Office products including Word, Excel, Powerpoint and Outlook	✓	
Experience of Google platform including GMail and Drive		✓
Ability to work constructively and flexibly as a part of the wider school team but specifically to support the Principal in his day to day needs	✓	
Can meet deadlines by effective planning and time management	✓	
Excellent communication skills, both written and spoken, in dealing with a wide range of visitors / stakeholders	✓	
Proactive and flexible approach with an ability to embrace a fast-paced changing environment	✓	
Ability to work with tact and diplomacy	✓	
Displays commitment to the protection and safeguarding of children and young people	✓	

Job Description

Name.....

Signed.....