



JOB DESCRIPTION

Job Title: Administrative Assistant (Supporting Principals PA)
Grade: B3 SCP 7-11
Reporting to: Principal's PA

Job Purpose:

To provide administrative support to the Principal's PA and the Senior Leadership Team.

Responsibilities

- To provide high level confidential administrative support to the Principal's PA assisting with:
 - recruitment, HR, Finance and school events led by the Senior Leadership Team
 - Correspondence, papers and other materials ensuring they are produced on time, are accurate and well presented.
- To utilise a wide range of computer software packages in the compilation of high-quality reports, correspondence and other documentation.
- Deputise for the Principal's PA in order to support the work of the Principal when necessary.
- To work along the administration team as required.
- To create orders on behalf of the Senior Leadership Team, whilst ensuring Financial Regulations are met.
- To answer the telephone, dealing with enquiries and taking/relaying messages and monitor the school general email account.
- To establish, develop, maintain, monitor and review personal filing, record keeping and administration systems, whether manual or computerised and to ensure that correspondence and papers are current, accessible and secure.
- To meet and greet visitors as requested.
- To receive and direct incoming/outgoing mail and email. Prepare standard replies to correspondence as required.
- To service and minute meetings when and where appropriate.
- To assist in the training of new team members when requested.
- On occasions, to undertake work outside normal office hours in order to meet the variable nature of workloads and deadlines and to support school events.
- To perform other relevant tasks as directed by the Principal's PA and senior leaders.
- To carry out student supervision duties during the course of the day.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

- To complete AM, Break, Lunch & PM duties as required by the Principal.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

Person Specification

Criteria	Essential/ Desirable
Qualifications	E/D
• Grade C/4 and above in GCSE English (or equivalent).	E
• Admin NVQ qualification.	D
• Grade C/4 and above in GCSE English.	D
• Experience of SIMs database.	D
Knowledge and Skills	E/D
• Good communication and interpersonal skills	E
• Good numeracy, literacy and ICT skills	E
• Able to work on own initiative	E
• Good organisational	E
• skills	E
• Good time management skills, including the ability to work to deadlines	E
• Proficient in Microsoft Office applications, especially Word and Excel	E
• Good communication skills	E
• A sense of responsibility and confidentiality	E
• Good team member	E
• Ability to work well under pressure and use your own initiative	E
• Sense of humour	E
• Positive and encouraging	E
• Smart appearance	E
• Co-operative, willing, reliable and trustworthy	E
• Friendly, calm and unruffled disposition	E
• Some basic knowledge and understanding of the secondary school system	D
Experience	E/D
• Experience of working in an office environment	E
• Experience of working in a school environment or of working with young people	D
Continuous Professional Development	E/D
• Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D
• Enhanced DBS Clearance	E

The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position