

JOB DESCRIPTION

Post title:	Executive Personal Assistant
Academy:	Academy 360
Reporting to:	Principal
Salary/Pay range:	£28,282
Hours of work:	37 hours per week, All Year Round Contract

Purpose of Job

- Contribute to the vision and development of the overall Academy; act as a role model, and also work collaboratively with individuals and teams internally in the Academy and with its partners.
- Providing effective and efficient executive assistant and administrative support to the Principal.
- Supporting the aims and ethos of the Academy in presenting a highly professional image of the Academy at all times.

Main Duties and Responsibilities

- Provide effective and efficient PA support to the Principal.
- Act as first point of contact within the Academy for staff, governors, parents and others seeking contact with the Principal.
- To prepare confidential documents when required.
- Actively managing the Principal's diary, organising appointments and meetings to ensure effective time management.
- Organising and managing meetings, including efficient and confidential minute taking
- Ensure the organisation and maintenance of clear and effective electronic filing, record keeping and other systems.
- Assist in dealing with complex enquiries, including complaints.
- Liaising with the Trust's representatives where appropriate to follow up agreed actions.
- Maintain confidentiality at all times.
- Respond positively, sensitivity and efficiently to staff, parents, governors, Trustees and other stakeholders when supporting Academy business on behalf of the Principal.
- Assist with general administrative activities, as directed, to contribute to the efficient leadership of the Academy

- Provide administrative support to academy People/HR activity including accurate record keeping, updating payroll and HR systems and tracking line management activity e.g, probation, attendance monitoring, leave requests.
- To support with the administration of staff recruitment process, sending correspondence and reference requests and collating information packs for interview panels.

Health & Safety:

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

Safeguarding:

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2022 where required.

Personal responsibilities:

- To act as a role model for students by demonstrating own high-quality conduct and expectations.
- To regularly review own practise, set personal targets and take responsibility for own personal development.
- Contribute to the wider life of the Academy.
- Possess a “can do” approach to departmental/Academy improvement and excellence.