**JOB DESCRIPTION**

***Executive Person Assistant***

***to the Principal and Senior Leadership Team***

**Severndale Specialist Academy Vision:**

Our children and young people are aged 2 ½ to 19 and have a range of learning difficulties.  These include moderate, severe, complex and profound learning difficulties, those with autism, complex medical conditions and physical and mobility difficulties.  A number of our young people present behavioral difficulties arising from their condition; many have communication difficulties.

*EVERYONE VALUED….EVERYONE INCLUDED….EVERYONE LEARNING*

**Purpose of the Post:**

The purpose of this post is to provide confidential clerical and administrative support to the Academy Principal and Senior Leadership Team.

To support the vision of the academy by presenting a public face in all interactions that mirrors the professionalism and expectations of the Principal, the Senior Leadership Team, Board of Trustees and the aims and ethos of the academy.

**Personal Skills required:**

* Organised with good time-management
* Prioritising a diverse workload while meeting the demands of Stakeholders
* Excellent verbal and written communication skills
* Attention to detail whilst working under pressure
* Ability to work independently and as part of a team
* Positive and enthusiastic when faced with challenges

**Duties and Responsibilities will include:**

***Communication***

* Responding directly to staff, parents, members of the public and other contacts on behalf of the Principal and Senior Leadership Team
* Opening all mail addressed to the Principal and forwarding or responding as necessary
* Receiving, filtering and responding to phone calls for the Principal and Senior Leadership Team
* Maintaining diaries through Gmail for the Principal and Senior Leadership Team, including linking of appropriate documents to events, and linking events through to diaries of academy staff as necessary

***Record Keeping***

* Maintaining efficient and accurate electronic (and where appropriate hard copy) files of documents and prepared on behalf of the Principal and SLT
* Taking minutes as required by the Principal and Senior Leadership Team
* Maintain and up to date and accurate policy schedule and ensuring an up to date website record of all Governor approved policies which are determined for such publication

***Preparing Documents***

* Preparing a wide range of documents, using appropriate software accordingly
* Writing letters and emails on behalf of the Principal and Senior Leadership Team
* Writing letters on behalf of the Chair of Trustees

***Hospitality***

* Greeting and welcoming visitors to the academy on the Principal and Senior Leadership Team’s behalf when required
* Organising refreshments for the Principal, Senior Leadership Team and visitors
* Organising refreshments for Trustee events and meetings

***General***

* Adhere to the Academy’s Equal Opportunities policy in all activities and to actively promote equality of opportunity wherever possible
* Be responsible for you own Health and Safety and that of your colleagues in accordance with the Health and Safety at Work Act (1974)
* Work in accordance with the Data Protection Act
* Provide a healthy and comfortable work environment, smoking is strictly prohibited
* Participate in training and CPD as required

***Reporting***

* Line Manager: Strategic Business Manager and ultimately the Principal

**Benefits of the Post:**

1. The grade of the post is: Scale 7, Point 22 with a progression scale to Point 25
2. The hours of work are: 37.00 hours per week, 48 weeks per year
3. Continual Personal Development

The above job description does not define in detail all of the duties and responsibilities of the post in question. It may be necessary to re-evaluate areas of responsibility. After due consideration and discussion areas may be amended in consultation with the Principal.