

Job Description and Person Specification

Post Reference: 2785

Job Title: Personal Assistant

Academy Name: Alder Tree Primary Academy

Grade: C3 (Actual Salary £27,576 to £28,984)

Hours: 37 hours per week, term time only plus 5 days

Accountable to: Principal

Job Description

Role:

In this role you will provide a professional, efficient and welcoming reception and administrative service to the academy. You will provide confidential dedicated Personal Assistant service to the Principal, Academy Business Manager and Senior Leadership Team (SLT) and managing daily tasks and ensuring the smooth operation of the academy. This is a unique opportunity to join a primary academy within the White Rose Academies Trust and contribute to the success of our students in line with our vision and values.

NB: All post-holders at the White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with the White Rose Academies Trust.

Duties and Responsibilities:

Provide a confidential administrative and secretarial service to the Principal and SLT

- Proactively organise and manage aspects of the Principal's and Senior Leadership Team's business to ensure the effective running of the academy.
 - Respond to emails, written correspondence and telephone calls on behalf of the Principal and SLT as requested.
 - Produce high-quality reports, letters and correspondence for the Principal and SLT.
 - Manage the Principal's electronic diary, arrange appointments and coordinate work priorities.
 - Organise meetings, appointments and events for the Principal, Academy Business Manager and Vice Principals.
 - Prepare documentation, presentations and briefing materials for meetings.
 - Maintain electronic and paper filing systems for SLT documentation.
 - Maintain a bring-forward system to ensure all relevant documentation is available for meetings.
 - Take notes where necessary of the weekly staff briefing, prepare and send the weekly staff bulletin
 - Prepare relevant sections of the Local Advisory Board (LAB) report.
 - Manage bookings including travel, hotels, courses and other logistical arrangements
 - Undertake general PA responsibilities including document formatting, scheduling appointments, and providing administrative support for annual schedules, staffing structure updates, appraisal processes via Arbor, and other related tasks.
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Communications, and Marketing Support

- Draft, format and distribute branded letters, templates and official correspondence for internal and external communication.
- Convert letters/documents into PDFs for marketing purposes to upload to the academy website.
- Monitor and respond to the Safeguarding inbox, escalating concerns as appropriate.
- Send parent communications via Arbor, including reminders for events, DEAR parent sessions and key updates.
- Prepare “What’s Coming Up” updates for families each half term, communicating key dates and events effectively.
- Gather Golden Learner information for assemblies.
- Take and format minutes for supervision meetings, SLT meetings, and general meetings as required.
- Manage and schedule school social media via Hootsuite, ensuring posts are timely and consistent with academy branding.
- Upload bulletins and diary information to SharePoint for internal access.
- Support TSLG trips with diaries, Evolve forms, and associated administrative organisation.

Administrative, Clerical and Human Resources Support

- Provide routine clerical support including photocopying, filing, emailing and completing routine forms.
- Maintain manual and computerised records and management information systems.
- Undertake data entry, record keeping and information retrieval tasks.
- Use Microsoft Office and academy databases effectively to complete administrative tasks.
- Ensure reprographics and photocopying jobs are completed as required across the academy.
- Undertake general office duties as required to support the smooth running of the administration team.
- Receive and welcome visitors to the academy and provide hospitality where required.
- Ensure excellent customer service is provided to parents, colleagues and visitors at all times.
- Monitor the orders inbox and respond or escalate as required, raising Purchase Requisitions on the finance system (SAGE)
- Liaise with the Attendance Team and assist with attendance administration when required.
- Cover Reception when necessary.

Meetings, Events and Academy Activities

- Assist with the organisation of academy events including Parents' Evenings, Open Evenings and other academy events supporting throughout the event.
- Assist the Business Manager and senior leaders in organising events such as Parents' Information Sessions
- Assist with the arrangements for school functions and receptions including invitations, catering and hospitality.
- Attend and participate in the academy's Business Planning and Strategic Annual Event where required.

Staff Administration

- Coordinate staff leave of absence requests for training and other leave, ensuring Principal approval and updating relevant systems to arrange cover where necessary.
- Maintain the academy staff calendar.
- Support HR processes including interview preparation and requesting references.
- Assist with recruitment processes and interview arrangements where required.
- Support recruitment processes, including scheduling interviews, preparing documents and liaising with candidates.

- Complete Evolve checks for trips and visits, supporting safe and compliant organisation
 - Maintain and update the Single Central Record (SCR) to ensure compliance with safeguarding and HR requirements.
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Governance and Compliance

- Liaise with the Governing Body, Clerk to Governors and Principal to arrange meetings and documentation as required.
 - Coordinate arrangements for Governors and regular visitors attending academy meetings, including evening Local Advisory Board meetings.
 - Assist with arrangements for external inspections including Ofsted visits.
 - Coordinate visitor speaker agreements ensuring appropriate documentation is completed and approved by the principal.
 - Issue SSS and Every training details to all staff, Keeping up to date records of completion.
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Equal Opportunities:

- Promote equality of opportunity so that all children, young people, and families can access and benefit from our Trust.
 - Support the wellbeing, safety, and success of all students and young people, enabling positive educational and life outcomes.
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Professional Responsibilities

- Uphold the professional standards expected of all academy staff in all interactions with colleagues, students, parents/carers, and the wider community.
- Act in accordance with the values, aims, and mission of the academy and White Rose Academies Trust.
- Contribute positively to the continuous improvement of the academy and to personal professional development through participation in training, meetings, appraisals, and by sharing ideas for improvement.
- Work collaboratively as a positive and supportive member of the team, recognising when to seek advice, guidance, or support.
- Apply academy and Trust policies and procedures consistently in all aspects of the role.
- Engage in reflective practice and appropriate continuing professional development (CPD) to improve effectiveness and maintain high standards.
- Contribute to the wider life, ethos, and objectives of the academy, including attendance at relevant meetings, training days, and events as required.

Safeguarding, Compliance and Conduct

- Comply with all academy and Trust policies and procedures, including those relating to safeguarding and child protection, health and safety, security, confidentiality, and data protection, and report any concerns promptly to the appropriate person.
- Take responsibility for safeguarding children and young people and for promoting their welfare, in line with statutory guidance and academy procedures.

- Maintain appropriate professional boundaries and conduct at all times.

Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks can be identified. The job description may be amended by the Principal or Accounting Officer to reflect or anticipate changes to the role, commensurate with the grade and job title.

The post-holder may be required to undertake additional duties, as reasonably requested, to ensure the effective operation of the academy.

The Governors and Principals of White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and to ensuring that safer recruitment practices are in place.

White Rose Academies Trust values diversity and seeks to create a workforce that reflects the communities it serves. Applications are welcome from all individuals regardless of sex, sexual orientation, race, religion or belief, marital status, age, or disability.

White Rose Academies Trust expects all staff and volunteers to share this commitment. Appointments will be subject to Safer Recruitment procedures, including an enhanced Disclosure and Barring Service (DBS) check. A criminal record will not necessarily prevent employment; this will depend on the nature of the offence and the circumstances.

This role involves contact with children and constitutes regulated activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relating to children.

Person Specification

It is essential that the candidate should be able to demonstrate the criteria for the post within the context of the specific duties and responsibilities of the role: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements. Candidates are not required to meet all the desirable requirements, however these may be used to distinguish between acceptable candidates.

You should be able to demonstrate that you meet the following criteria which are all essential:

E = Essential D = Desirable

Measured by:

A = Application Form

T = Test/Exercise

P = Presentation

I = Interview

R = References

Qualifications

E	Good level of Education and relevant training (5 GCSE's or equivalent)	A T C
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Knowledge and Experience

E	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	A I R
E	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	A I R
E	Ability to form and maintain appropriate relationships and personal boundaries with students	A I R
D	Experience of working as a Personal Assistant	A I
D	Experience of working in a school or education-based setting	A I
D	Understanding of recent, relevant developments in education	A I
D	Experience of organising events	A I
D	Experience of meeting planning, collation of documents and minute taking	A I
E	Experience of organising own workload to meet deadlines in a challenging environment	A T

Skills and Competencies

E	Excellent all round ICT experience including use of Office applications – Excel, PowerPoint, Word etc	A I
D	Ability to work independently and as part of a team without the need for close supervision	A R
E	A sound knowledge of standard office protocols	A I
E	Ability to keep calm in any situation and to deal with anyone who may be emotional about a given situation	A R

Behavioural and Other Characteristics

E	Committed to continuous improvement	A I
E	Carry out all duties having regard to an employee's responsibility under Health & Safety Policies	A I
E	Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development	A I
E	Excellent relationships with all members of staff and students	A I R
E	Respectful towards all staff and students, with total belief in their entitlement to a high-quality education, whatever their circumstances and ability	A I R
E	Committed to the principles of the Academy programme	A I R
E	Possess personal integrity, warmth, and a willingness to grow and learn	A I R

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.