



Location: The Oakwood Academy, Bewcastle Road, Warren Hill, Nottingham, NG5 9PJ

Salary: Redhill Academy Trust Pay Scale, Band 9, Scale Points 41 - 45

Hours of work: 37 hours per week, term time + 1 week

Responsible to: Operations Manager

Post objective: To provide a comprehensive, confidential PA administrative service to the Headteacher and Senior Leadership Team. To co-ordinate, organize and act as Clerk to the Governors.

Main Duties and Responsibilities:

- Carry out all duties as Personal Assistant to the Headteacher's office.
- Be responsible for confidential secretarial, administration and clerical duties relating to all aspects of the Headteacher's work and Senior Leadership Team.
- To manage the Headteacher's diary.
- Dealing with complaints ensuring GDPR compliance.
- Filtering visitors, telephone enquiries and requests as appropriate.
- To assist the Headteacher in planning their time in the most effective manner and dealing with correspondence. Ensure that the Headteacher is briefed for all meetings with relevant correspondence, documents/presentations and in the Head's absence refer matters to relevant members of the Senior Leadership Team for action.
- Ownership of preparing documents for Headteacher meetings and ownership of minute taking and agendas for SLT meetings and other meetings deemed appropriate by the Headteacher/Operations Manager.
- Clerk to the Governing body and support to the Chair of Governors for meetings.

- Support Operations Manager in organizing whole school events.
- Manage hospitality and room bookings for meetings and events/functions throughout the year.
- In conjunction with Operations Manager manage the teacher recruitment process.
- Produce Exclusion packs and produce all suspension letters in accordance with the Academy policy. Arrange Governor disciplinary meetings, minute meetings when required.
- To update and produce staff handbook on line and First day back documents.
- To collate My Contribution documentation from teaching staff and locate centrally.
- To support Exam & Data Manager to produce pupil reports, input data and support the exam process when required.
- Play a key role in managing health and safety within the school.
- To undertake reception duties when required.

General Responsibilities:

- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the school's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post.

This role involves working in regulated activity and an enhanced DBS clearance is required for this position.