

PA to Principal - Job Description

Hours of work:	37.5 per week, Mon to Fri, 8am – 4pm	Contracted weeks:	52 weeks a year
Supporting work/life balance:	8 INSET days per year, 26 days annual leave		
Reporting to:	SLT member	Direct reports:	Receptionists, first aiders & others TBC
Salary:	United Learning Support Staff Pay Scale Up to £40,000 – Depending on experience	Employer pension contribution:	LGPS

Purpose:

- To provide high level and comprehensive support to the Principal, enabling him to use his time to maximum effect.

Responsibilities:

- To meet and priorities the administrative needs of the Principal, including typing letters, reports, emails and taking minutes when required
- Preparing correspondences on behalf of the Principal including exclusion letters, once exclusions papers are received from AP and authorised by the Principal, type up letter and send out to parents, with copies distributed to the
- CoG and student's file, add details of exclusion recorded on Arbor with upload copy of letter.
- To manage the Principal's diary to the greatest efficiency, arrange appointments, brief fully for meetings, ensure papers are prepared for meetings, and ensure domestic arrangements for meetings are in place
- To be the first point of contact for telephone communication, answer the telephone for the Principal and respond where possible/appropriate. Take messages and pass on at timely intervals.
- To act as the first point of contact with the media on behalf of the Principal
- To be responsible for accessing the MIS as requested.
- To complete expenses for the Principal on a timely basis (at least once a month).
- To maintain an efficient and up-to-date filing system for the Principal.
- To take responsibility for the Principal's visitors, including the domestic arrangements.
- To be responsible for the administration of the SLT meetings, collating agenda items of the meeting and forward it to the Vice Principal
- To be responsible for LGB/Governors meetings including
- Principal's report for meetings
- Update Governors' yearly LGB meeting calendar (update in July for the next academic year)
- Governors period in office update
- Liaise with Governors for their availability to attend Behaviour/permanent exclusion meetings.
- Inform Clerk and check availability for any additional meetings to be clerked, ie. Permanent exclusion panel meetings

- Welcome paperwork and compliance (SCR & references) for proposed new governors
- Assistant with Governors election
- Keep Governors update with weekly Newsletters sent out to them
- Update DFE website with new governors/stepped down governors' info
- Responsible for updating the EIP portal, including adding school diary events for each academic year
- To organise meetings and conferences, taking minutes of those meetings where necessary. From time-to-time, this will involve evening meetings.
- To undertake contact with senior, professional people, including Heads and Principals of ULT/UCST schools, Board members and professional consultants etc.
- For the Principal's visitors – greet and welcome drink, show to office /area etc.
- Monitoring unexpected visitors (parents) and referring them to other areas- HoYs/AP
- To liaise with the administrative staff to ensure co-ordination and continuity.

Other:

- Manage and co-ordinate the school's first aiders and their rota
- To develop excellent working relationships with colleagues internally, centrally and externally
- To be an effective and flexible member of the Support Staff Team, contributing to the successful adherence to Safeguarding Policy
- To uphold the schools policies and procedures at all times
- To ensure any documentation produced is to a high standard and is in line with the in-house style
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school's Performance Management process
- To represent the school at events as appropriate
- To support and promote the schools ethos
- To demonstrate professional characteristics at all times with stakeholders, outside agencies, colleagues, students and parents
- To provide an outstanding customer service
- To have due regard for data protection, confidentiality and Health and Safety policies
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post

This job description is not intended to be all-inclusive, and the successful candidate is expected to be flexible and proactive in meeting the needs of the school and willingly undertake any further duties required that are commensurate with the role.

This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children, and positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the United Learning Equal Opportunities Policy and Code of Conduct.

Notes:

The job description may be amended at any time through discussion between the post-holder and the Principal, and will in any case be reviewed annually as part of the Performance Management Process. In reviewing the job

description account will be taken of:

The successful candidate should carry out professional duties in accordance with and subject to conditions of employment as set out in their contract.

PA To Principal - Person Specification

The selection panel will base its selection process on these criteria. At each stage of the process, the panel will assess the merits of each application to determine how far the criteria have been met.

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Good general education including GCSE (or equivalent) in Maths and English at Grade C or above • Excellent numeracy/literacy skills 	
EXPERIENCE	<ul style="list-style-type: none"> • Comprehensive understanding of administrative work practices and their application • SIMS/Arbor or other MIS knowledge and good understanding of MIS systems • Recent experience of working in the education sector • Experience of line management of staff 	
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Strong IT skills including use of Word, Excel, Outlook and database entry • Able to handle volume of work and work effectively under pressure • Able to work quickly and accurately to deadlines • Able to organise, plan and prioritise own workload • Attention to detail and good analytical skills • Good oral and written communication skills • Provide advice, guidance and support 	
PERSONAL QUALITIES AND CHARACTERISTICS	<ul style="list-style-type: none"> • Proven ability to work on own initiative and make decisions • Proven interpersonal and communication skills to deal effectively with all stakeholders • Able to work flexibly adapting to changes in work priorities as needed • Discreet and considerate when dealing with sensitive and confidential matters • Ability and commitment to provide a quality responsive service, demonstrating professional and tactful approach to work and dealing with customers • Ability to develop and maintain effective working relationships • Ability to work co-operatively as part of a team • Flexible and adaptable 	