

PA to Principal

NJC Pay Range	Band G
Responsible For:	Communications Team
Responsible To:	Principal

Main Purpose of the Post

- To provide a professional and confidential Personal Assistant service to the Principal.
- To take a lead role, in conjunction with the Trust HR Service, in the management of the Academy HR systems and processes.
- To provide professional leadership and management of the communications team in the Academy, ensuring the delivery of a high-quality service.
- To work in consultation with the Academy/ Trust Leaders to ensure implementation of the Trust Marketing and Communication plan including the co-ordination of Academy events as necessary.

Key Areas of Responsibility

To provide a professional and confidential Personal Assistant service to the Principal

- To remain conversant with the Principal's workload, managing the diary to ensure that urgent/important appointments are given priority.
- To ensure the Principal is prepared for meetings, equipped with the relevant correspondence/documents/presentations.
- To proactively filter, respond to and follow through on all queries, calls and emails.
- To use initiative to reprioritise changing commitments, taking action to ensure critical issues are referred to the appropriate personnel.
- To develop and maintain an effective system of record keeping for the Principal to ensure the easy retrieval of documents.
- To create and adapt a range of materials/communications on behalf of the Principal including PowerPoint presentations and Excel spreadsheets.
- To carry out research, obtain information and provide analysis as required.
- To use initiative and organise own daily workload.
- To leave of absence requests for time off with the Principal on a daily basis and communicate the outcome to the Senior Cover Supervisor.
- To take minutes in meetings and notify staff of any key actions.
- To provide hospitality for visitors meeting with the Principal.
- To co-ordinate internal and external meetings including room bookings, agenda creation and catering requirements.
- To undertake ad hoc projects as requested, ensuring these are managed efficiently.

To take a lead role, in conjunction with the Trust HR service, in the management of the Academy HR systems and processes.

- To work with Trust HR to ensure that staff induction processes are of the highest quality, reflecting the Trust's commitment to staff development.
- To produce and administer all documentation relating to staff Appraisal processes including maintenance of the teaching and learning database.
- To develop, maintain and monitor manual and computerised records and management information systems.
- To prepare effective recruitment materials including job descriptions, person specifications, advertisements and information packs for candidates.
- To ensure that all recruitment processes follow safer recruitment guidelines and that all relevant documentation is provided by candidates.
- To service the shortlisting panel, providing them with references and other documentation as required.

- To oversee the interview process and timetable of the day.
- To communicate with candidates throughout the interview process.
- To ensure that all post recruitment documentation is completed including appointment letters, and that the Academy/Trust Management Information Systems are updated.
- To oversee the maintenance of the Single Central Record ensuring accuracy and regular process of quality assurance with key leaders.
- To work with Trust HR to manage and monitor short and long-term absence, in line with the Trust Staff Absence Policy.
- To produce accurate analysis and reports on staffing absence for the Principal/Local Governing Body.
- To manage all staff information, ensuring accuracy and timely input to HR system and Bromcom databases.
- To collate and quality assure the Autumn Staff Census data.
- To work on Academy payroll reconciliation using Bromcom data.
- To process mileage, expenses, and additional hours claims through the payroll system.
- To maintain accurate records relating to staff training and manage the e-Learning system to allocate training and provide reports on completed training.

To provide professional leadership and management of the communications Team in the Academy, ensuring the delivery of a high-quality service and to work in consultation with the Academy/ Trust Leaders to ensure implementation of the Trust Marketing and Communication plan including the co-ordination of Academy events as necessary.

- To line manage the Communications Officer and oversee the following:
 - In consultation with the Trust Marketing function, to work with external providers to organise the Academy's graphic design/photographic requirements.
 - To plan, organise and deliver a range of whole Academy events in line with the published calendar and within the specified budget.
 - To work with Leaders to timetable the key actions and requirements for each event.
 - To promote the Academy via a range of printed and digital media in line with the Strategic Marketing Plan.
 - To keep abreast of digital/electronic initiatives and make recommendations on the development of online marketing including the use of social media.
 - To promote the Academy App to parents and staff.
 - To oversee and monitor the Academy's online presence.
 - To promote the consistent use of the Academy brand in all aspects of literature, publications and presentations.
 - To proof read and quality assure all marketing content including admission materials.
 - To report and advise on any matter that may place the brand and reputation at risk.
- To draft responses to communications and other documents.
- To quality assure all whole school literature and communications in conjunction with the key administration officers and in line with the Trust branding guidelines.
- To manage the communications including complex and confidential matters with parent/carers and external stakeholders on behalf of the Principal.
- To provide advice and guidance to leaders regarding internal and external Academy communications.

Other Considerations Relevant to the Role

- To work from an identified MLT Office location.
- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.

NJC Pay Range

Band G

Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Be a highly visible, proactive and approachable presence to students, staff and other stakeholders across the Trust and at Academy/Trust events and activities while sustaining the specific demands of the role.
- Be proactive, strategically plan ahead and establish professional networks that will support and enhance the work of the Trust.
- Sustain wide, current knowledge and understanding of education and relevant business systems and processes locally and nationally, and pursue continuous professional development.
- Maintain and operate in the 'bigger picture' view of the Multi-Academy Trust securing the connectivity/implications of change and challenge across the spectrum of Academy operation.
- Celebrate success at every opportunity and implement ambitious strategies for continuous improvement while proactively challenging underperformance at all levels.
- Have high expectations against external benchmarks, engaging in systematic quality assurance, preparing for inspection, self-evaluation and improvement planning for all aspects of Academy life as well as specific areas of individual responsibility. Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
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- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Securing Policies and Compliance

- To keep abreast of statutory and regulatory guidelines within area of responsibility and ensure Leaders are kept up to date so that systems and processes secure compliance.
- To contribute to policy formulation and strategic direction of service area/area of responsibility.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- To ensure compliance through highly effective quality assurance and forensic evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Leading People and Managing Performance

- To lead and develop staff within the team to deliver high quality performance, ensuring that effective performance management arrangements are in place.
- To ensure that teams have a clear structure, roles and responsibilities and work in an integrated way.
- To take responsibility for line managing specific individuals and teams, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
- To lead, plan, co-ordinate and manage the work of the team, including the development of their skills/knowledge and maximising the potential of all staff through professional support and challenge.
- To provide effective leadership and operational management of the teams and functions, ensuring that staff adopt the values and expected behaviours of the Trust to deliver a high performance culture.

- To ensure that Leaders receive high quality advice and guidance emanating from area of work/responsibility.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To lead and contribute to the development and delivery of staff and leader training and support across the Academy/Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

Other Considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping with the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.