

# Job Description

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**Job Title:** PA to the Principal

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**Location:** Norwich Primary Academy

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<b>Job title</b>	<b>Personal Assistant to the Principal</b>
<b>Salary Scale</b>	<b>Scale G</b>
<b>Hours of Work</b>	<b>Full Time (37 hours)</b>
<b>Weeks Worked</b>	<b>Term Time + 4 (42 weeks)</b>
<b>Responsible to</b>	<b>Principal</b>
<b>Location</b>	<b>Norwich Primary Academy</b>

### Main purpose of the role

- To provide confidential, efficient and effective personal assistant support to the Principal and act as an ambassador for the Principal and Academy in all matters.
- To manage and delegate appropriately the day-to-day activities of the front office.
- To support the Principal in helping to ensure the Academy teaching and non-teaching services are delivered to a high standard, in keeping with the aims and objectives of the Trust.
- To ensure high standards of communication between the Principal, the Chief Executive Officer, Trust Central Staff, Executive Leadership Team, Governors, staff, parents, carers, pupils and all stakeholders, both internal and external.

### Organisational relationships

- Responsible to the Principal.
- Responsible for the Academy Administrative Team.
- Liaises directly with a range of stakeholders, including Governors, parents, government departments, Academy staff, Central Trust Staff, PA's in Trust, and external stakeholders including key business figures and leaders of other schools and colleges in the area.

### Principal accountabilities and responsibilities

<b>Organisation</b>	<ul style="list-style-type: none"> <li>• To act as confidential personal assistant to the Executive Principal/Principal.</li> <li>• Organising/proactively managing the Executive Principal/Principal's diary and arranging Academy meetings on their behalf.</li> <li>• To facilitate and support internal Academy meetings, including those with a variety of external stakeholders.</li> <li>• Minute taking as required at meetings.</li> <li>• Keeping the Executive Principal/Principal on schedule and fully prepared with relevant documents on a day-to-day basis.</li> <li>• Drafting and circulating agendas for Executive Leadership, Leadership and other meetings as requested/chaired by the Executive Principal/Principal</li> <li>• Arranging meeting rooms, sending electronic diary invitations, ensuring advance circulation of relevant papers; taking and circulating minutes as needed.</li> <li>• Taking the lead in arranging and smooth running of all aspects of corporate Academy events on behalf of the Executive Principal/Principal or Executive/Senior Leadership Team.</li> </ul>
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	<ul style="list-style-type: none"> <li>• In liaison with HR support induction for new employees ensuring paperwork is completed in accordance with Trust requirements.</li> <li>• Update HR with any staff changes in a timely manner.</li> <li>• Ensure any casual staff claim hours in a timely manner.</li> <li>• Ensuring the need for any Governance papers are initiated with Academy staff, collected and distributed in a timely manner and that, where relevant Academy staff are scheduled to support the Executive Principal/ Principal in the presentation of agenda items at the meetings concerned.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Prioritising the importance of the enquiries, deciding how to deal with it and whether it should be referred to the Executive Principal/Principal or delegated to another member of staff.</li> <li>• Drafting reports, letters and internal circulars on behalf of the Executive Principal/Principal.</li> <li>• Setting up presentations for the Executive Principal/Principal including the use of ICT such as Microsoft PowerPoint.</li> <li>• Setting up and maintaining effective filing systems in accordance with current data protection legislation.</li> <li>• To include the use of both electronic and hard copy filing systems.</li> <li>• Management of the Academy calendar in liaison with the Administrative Team.</li> <li>• Preparation of Academy newsletters in liaison with the Administrative Team.</li> <li>• Provide support on admissions processes and procedures (in liaison with the administrative team).</li> <li>• Provide support and administration of transitional arrangements for new starters and other transitional activities e.g. reception transition.</li> <li>• Promote equality, diversity and inclusion in all activities.</li> <li>• Be the single point of contact on site for iTrent queries.</li> <li>• Ensure staff absence is appropriately recorded on iTrent.</li> <li>• Liaise with administration staff to ensure that the Executive Principal/Principal's needs are met by the Academy Administration Team.</li> <li>• Oversee the Academy complaints procedure.</li> <li>• Assisting with recruitment and selection processes in liaison with the Trust HR Department, in accordance with safer recruitment guidance.</li> <li>• Reception/office duties</li> <li>• Undertaking any other duties of an administrative nature or within the scope of the post as determined by the Executive Principal/Principal.</li> </ul>
<b>Performance Management</b>	<ul style="list-style-type: none"> <li>• Line manage the Academy administration team.</li> <li>• If required, line manage the site facilities team.</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Support financial management in regard to maintaining accurate records of expenditure; organising relevant paperwork; overseeing the use of a corporate credit card.</li> <li>• Approve invoices and approve orders as required.</li> </ul>

<b>Stakeholder Engagement</b>	<ul style="list-style-type: none"> <li>• Liaising with tact and diplomacy with Academy staff, Governors and others outside the Academy, particularly parents, government departments and members of the local community.</li> <li>• Taking calls and dealing with visitors on behalf of the Executive Principal/Principal in a welcoming and effective manner.</li> <li>• Dealing with parent queries and the daily post, including deciding what action needs to be taken and by whom.</li> <li>• Supporting events, which may include parent information evenings, student presentation evenings and the hosting of a range of events involving the wider community including sponsors, businesses, colleges, schools and other stakeholders.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Ensure safeguarding checks are in place and the Academy Single Central Record is reviewed for accuracy on a weekly basis for all staff, volunteers, agency, Governors, etc.</li> <li>• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.</li> <li>• Follow safeguarding recording and reporting requirements.</li> <li>• Fully commit to the Trusts well-being of staff agenda</li> <li>• Be a trained member of the safeguarding team within the school to support with maintaining pupil records and liaising with external agencies when required.</li> </ul>

### Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

### Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

### Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

### Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and

the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

**The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spend” under the provisions of the Act.**

Person Specification	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good level of education preferably including GCSE (or equivalent) in Maths and English</li> <li>• NVQ Level 3 or equivalent in a relevant discipline or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Sound experience of development, management and operation of organisational and administrative procedures</li> <li>• Experience of problem solving and of dealing with and prioritising a wide range of day to day tasks</li> <li>• Experience of dealing with confidential information</li> <li>• Experience of complying with the General Data Protection Regulations</li> <li>• Experience of effectively managing stakeholder diaries</li> </ul>	<ul style="list-style-type: none"> <li>• Strong experience of undertaking Executive Assistant work at executive level</li> <li>• Experience of the workings of Government, specifically the Department for Education</li> <li>• Experience of attending and recording minutes at meetings up to and including Board level</li> <li>• Experience of effectively line managing a small team</li> <li>• Experience of working in an education setting</li> </ul>

<b>Skills, Knowledge</b>	<ul style="list-style-type: none"> <li>• Able to work on own initiative with minimal supervision in a highly professional and confidential manner.</li> <li>• Demonstrate competency in resolving complex problems with strong analytical skills</li> <li>• Able to build good working relationships with Trust staff and build and retain the confidence of the Chief Executive Officer in managing day to day events on their behalf</li> <li>• Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short-and long-term deadlines</li> <li>• Ability to build good working relationships with a range of Trustees, Governors, external stakeholders and to be able to deal with difficult, often unexpected, situations as and when they arise in a calm and effective manner</li> <li>• Excellent IT skills, including being skilled in the use of Microsoft Office products including Word, Excel, and PowerPoint</li> <li>• Ability to work constructively and flexibly as a part of the wider Trust team</li> <li>• Effective planning and time management</li> <li>• Excellent communication skills, both written and spoken, in dealing with a wide range of visitors / stakeholders</li> <li>• Proactive and flexible approach with the ability to embrace a fast-paced changing environment</li> <li>• Ability to work with tact and diplomacy</li> <li>• Displays commitment to the protection and safeguarding of children and young people</li> <li>• The statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEND and Child Protection;</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Office 365 Platform</li> <li>• Strong business acumen</li> </ul>
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**Signature**

**Date**

**Name**