

Job Description

Job Title: PA to Principal/Office Manager

Reporting to: Business Manager/Principal

Grade: 7

Responsible for: Receptionist, Administration and Reprographics

Overall purpose of the post:

To provide efficient and effective support to the Principal in all aspects of their role.

To manage the administrative functions in the academy.

Main Duties and Responsibilities

- Receipt, prioritisation and forwarding of the Principal's incoming communications, including vetting of incoming calls for the Principal;
- Management of the Principal's diary;
- Confidential admin support for the Principal and Vice Principals;
- Line management of academy administration staff, including performance management;
- Be the first point of contact for complaints, requests or queries that are addressed to the Principal;
- Management of the administration of exclusion letters, relevant documentation and arranging student discipline meetings;
- Liaison with the Local Academy Council, Group Directors and external agencies on appropriate matters;
- Maintaining relevant filing systems;
- Liaising with staff on the production of any academy communications and information packs for academy events, including quality assurance where necessary;
- Preparation of Termly Events Calendar;
- Providing administrative support to academy meetings, including SLT, as well as being an active participant in the meetings;
- Administer elements of the academy website as required;
- Administer elements of the school text messaging system;
- Clerking Academy Council meetings including preparation of agendas, minute taking and managing governor appointments and terms of office;

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.