**FIVE RIVERS MULTI ACADEMY TRUST**

**JOB DESCRIPTION / PERSON SPECIFICATION**

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| Post Title | **PA to Principal and Senior Leadership Team** |
| Grade | **Grade 5** |
| Responsible to | Principal / SLT |
| Responsible for |  |
| Purpose of job | Under an agreed system of supervision: take on a lead role within the school to address the needs of the pupils who need particular help to overcome barriers to learning |
| Normal base of work | **Tinsley Meadows Primary Academy – Norborough Road, Sheffield S9 1SG**  – however there may be some requirement to work from other Five Rivers Trust sites as appropriate. |
| Safeguarding statement | Five Rivers MAT is committed to safeguarding and promoting the welfare and safety of children and expect all staff to share this commitment. The successful candidate will be required to complete a Disclosure Barring Service check in line with Section 115 of the Police Act 1997.  This post is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify individuals from appointment and, if appointed may render them liable to immediate dismissal without notice.  An individual disqualified from working with children through any of the various means available is guilty of an offence if he or she knowingly applies for or accepts any work in a regulated position i.e. classified as working with children (Criminal Justice and Court Services Act 2000).  The Five Rivers MAT will only offer appointments if the above checks are satisfactory; and will allow no unsupervised access to children before completion of all checks. |

**JOB DESCRIPTION: PA to Principal / Senior Leadership Team**

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| The post holder must, at all times, carry out his / her duties and responsibilities within the spirit of the Five Rivers Multi Academy Trust, the Trust’s policies and within the framework of the Education Act 2002 and the School Standards |

**The postholder must at all times carry out his/her duties and responsibilities within the spirit of the Academy / School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.**

Main Duties and responsibilities

**Organisation**

* To take a lead role in the planning, development and operation of the Senior Leadership Team administrative systems, school website and social media platforms.
* To provide organisational support to the Principal and Senior Leadership Team.
* To act as Clerk to in-house meetings such as SLT and team meetings.
* To liaise with Senior Leadership Team, teaching and support staff as necessary
* To act as the first point of contact for the Principal, dealing with enquiries by email, in person and by telephone.
* To organise meetings, visits and other appropriate events involving the Principal and Senior Leadership Team.
* To arrange hospitality on behalf of the Principal and Senior Leadership Team.

**Administration**

* To take a lead role in the development, maintenance and operation of record/information systems as follows:
* Manage confidential records in relation to sensitive information including exclusions, disciplinary procedures, complaints, etc
* Maintain diaries for the Principal and Senior Leadership Team ensuring that time and commitments are properly allocated.
* Prepare agendas and other appropriate information ensuring that such documents are available for relevant meetings.
* Take, produce and distribute minutes of meetings as required.
* Manage information and filing systems to ensure appropriate retrieval of files for the Principal and Senior Leadership Team.
* Produce reports/information including use of Microsoft Powerpoint to prepare presentations, as required.
* Produce, and respond to correspondence.
* Manage administrative procedures.
* Be responsible for completion and submission of forms, returns etc., including those to outside agencies e.g. DFES, LEA

**Resources**

* To co-ordinate production of a number of key publications e.g. prospectuses.
* To co-ordinate the provision of information for visits, inspections etc

**Miscellaneous Duties**

To be willing to undertake training and professional development as required of the post.

To be willing and able to drive to and from venues in the region as required

Any other duties and responsibilities appropriate to the grade and role as may be required by the Principal or Senior Leadership Team.

**PUPIL SUPPORT OFFICER**

**PERSON SPECIFICATION**

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|  |  | **Essential** | **Desirable** |
| Qualifications | Able to demonstrate a good level of general education to GCSE standard in Mathematics and English or equivalent  Advanced IT skills in Microsoft Office  Good knowledge of other IT packages such as parent mail /website | Y  Y | Y |
| Experience and knowledge | Previous experience of working as a Personal Assistant  Previous experience working in a school office setting  Substantial experience in use of IT systems, e.g. word, excel, powerpoint, internet, websites and social media  Awareness of GDPR and confidentiality awareness | Y  Y | Y  Y |
| Ability and Skills | Ability to work as part of a multidisciplinary team and establish good working relationships at all levels.  Ability to arrange meetings and training sessions  Ability to work and act on own initiative  Ability to demonstrate excellent communication skills both orally and written with the ability to adapt effectively for different audiences and situations  Ability to develop effective administrative and support systems  Ability to complete tasks and projects on time and to a high standard, demonstrating a can do attitude  Ability to work to tight deadlines and under pressure  Ability to prioritise and manage own and others workloads  Willingness to work flexibly – due to SLT meetings 6.30pm finish one night a week, later start on this day.  Ability to prepare and present detailed reports in a clear and professional style | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y |  |