AVANTI SCHOOLS TRUST

Job Description

Post Title	**PA to the Principal**
School / Organisation	Avanti Fields School
Location	Leicester
Grade	Grade 4, £20,679 - £22,198 per annum pro rata *Approximate £16,735 - £17,965 per annum (0.80931 FTE)*
Hours	37.5 hours per week
Contract Type	Permanent
	Term Time only
Reports to	Principal
Preferred Start Date	As soon as possible

MAIN PURPOSES OF THE JOB

The Principals' PA will work with the Principal and the School team in ensuring the school provides an outstanding education for all students, rooted in the inclusive and distinctive ethos of the Avanti Schools Trust.

The PA to the Principal is a "front of house" role on which requires high levels of emotional and social literacy, high integrity and confidentiality. The successful candidate will work closely with the Principal in providing a support as well as leading and taking responsibility for key strategic areas of the school function within data and HR.

RESPONSIBILITIES OF THE JOB

Main responsibilities

- Manage the Principal's diary
- Overseeing the School calendar
- Leading on the organisation of recruitment process; liaising with the Central HR team; managing interview days
- Managing parent communication; collating and disseminating the school newsletter; managing the organisation of parent evenings and events.
- Supporting the Principal and Business Manager in marketing strategy; liaising with the press; managing the school social media output and website.

Managing enquiries

- Act as the first point of contact for staff, parents, governors and other stakeholders looking to speak with the Principal
- Assist with managing the schools email inbox, ensuring the school meets its expected response times and emails for the Principal are acted on
- Assist staff, parents, governors and other stakeholders with the information and support they need
- Manage enquiries and requests efficiently, referring where necessary
- Handle all confidential correspondence with discretion

Administration and diary management

- Coordinate the Principal's diary, making decisions around priorities and ensuring the headteacher is suitably briefed
- Prepare the Principal for meetings by assembling reports and relevant documents
- Maintain accurate records in efficient files and online systems

- Support with the coordination of certain school events, under the direction of the Principal
- Oversee all data returns to relevant government bodies and other organisations as required , under the direction of the Principal

Other responsibilities

- Read and follow relevant school policies
- Undertake training require to develop in the role
- Contribute to the safety of children and young people and protect them from harm
- Provide administrative support for the wider senior leadership team when required
- Maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils. Respond with tact, sensitivity and awareness to pupils and parents in relations to duties undertaken.

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of School organisation and may change either as your contract changes or as the organisation of the School is changed. Nothing will be changed without consultation

PERSON SPECIFICATION

Criteria		**Requirement**	
		Essential	*Desirable*
1.	High level of literacy and numeracy skills	X	
2.	Qualified to level 2 in English and maths or equivalent adult literacy and numeracy qualification	X	
3.	Excellent ICT skills (internet, word processing, databases)	X	
4.	Experience of development, management and operation of administrative systems (eg SIMS, Arbor)	X	
5.	Previous experience as PA/Administrator	X	
6.	Some experience of working in an administrative or PA capacity in a school		X
7.	Highly organised, ability to manage own workload and work on own initiative to meet deadlines.	X	
8.	Excellent manner with all stakeholders including the ability to de-escalate and solve problems.	X	
9.	Understand and work to a high integrity and high confidentiality model.	X	
10.	Demonstrates initiative and takes personal responsibility for completion of tasks	X	
11.	Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these.	X	
12.	Flexibility - able to work independently and collaboratively, either as team lead or as part of team.	X	
13.	The ability to anticipate and problem solve using a positive and solution driven approach	X	
14.	Resilience and motivation to support the Principal and school team.	X	
15.	Ability to produce and record clear, concise and accurate information.	X	
16.	Ability to self-evaluate learning needs and actively seek learning opportunities.	X	

17.	Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation		X
18.	To be responsible for promoting and safeguarding the welfare of children and young people within the school.	X	

FURTHER INFORMATION
Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you 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 Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. For further information - https://avanti.org.uk/wp-content/uploads/2021/10/Child-Protection-and-Safeguarding-Policy-and-Procedure-.July-2021.pdf