



JOB DESCRIPTION

Job Title: Personal Assistant (PA)
Grade: C3 SCP 19-22
Responsible to: The Principal

Job Purpose:

To provide comprehensive secretarial and administrative support to the Principal of the Academy requiring discretion, confidentiality and decision-making. To take responsibility for specific tasks without the direct involvement of the Principal.

Responsibilities:

- Provide a high level, full and confidential dictation, word processing and office administration service to the Principal. To ensure that correspondence, papers and other material are produced to high standards of timeliness, accuracy and presentation.
- Utilise a wide range of computer software packages in the compilation of high-quality presentations, reports, correspondence and other documentation on behalf of the Principal.
- Act on own initiative and with minimum guidance, to undertake research and compile relevant briefing papers for the Principal.
- Establish, develop, maintain, monitor and review personal filing, record keeping and administration systems, whether manual or computerised, and to ensure that the Principal's correspondence, papers and other items are current, accessible and secure.
- Arrange travel and accommodation, take notes or dictation at meetings and provide general assistance during presentations.
- Meet and greet visitors at all levels of superiority.
- Communicate with Parents/Carers and outside agencies where appropriate.
- Receive and direct incoming / outgoing mail and email and undertake acknowledgements. Prepare standard replies to correspondence. Progress and chase items to ensure prompt and adequate reply by staff to whom correspondence has been referred and to keep the Principal informed accordingly.
- Provide reception for visitors, screen and prioritise telephone calls and incoming mail / email and reply directly or re-assign to others.
- Manage the diary, schedule appointments, organise meetings and bring forward items of business which assist the Principal to prioritise activities and secure the most effective use of time. Administer meetings as required.
- Organise and attending meetings and ensure that the Principal is well prepared for meetings.
- Prepare and assemble agendas and service meetings as required, working in close liaison with other team members as necessary.
- Ensure that the Principal's personal administration and itinerary requirements are met effectively and reliably.
- Ensure that the academy meets its safeguarding requirements by maintaining an up to date Single Central Record.
- Monitor and maintain health and safety within the work area and comply with Health and Safety policies.
- Undertake any other duties as reasonably directed by the Principal.

GORSE

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.

Person Specification

Criteria	Essential/ Desirable
Qualifications	
	E/D
Grade C or above in GCSE English and Mathematics (or equivalent)	E
'A' Level or equivalent qualification	E
Degree or HND/foundation degree	D
Formal secretarial training	D
RSA or similar typing / word processing qualification	D
Recognised shorthand qualification	D
Knowledge and Skills	
	E/D
Ability to supervise	E
Ability to communicate with people at a high level, e.g. Chief Executive, Executive Principal, Trust Board Members	E
Ability to make complex administrative/meeting arrangements including agenda preparation and note taking	E
Ability to exercise judgement in dealing with visitors and telephone enquiries	E
Flexible approach to working in a team	E
Ability to build and maintain mutually beneficial relationships with other organisations and individuals	E
Ability to use a range of presentational software	E
Highly developed word processing skills	E
Ability to prepare and present information using a range of software packages	E
Ability to word process proficiently from audio tape	E
Ability to take shorthand	E
Ability to draft and proof read using a high standard of written English	E
Ability to draft correspondence to a proficient standard	E
Ability to manage a busy diary	E
Ability to develop filing and administrative systems with minimal guidance	E
Ability to work under pressure to meet strict deadlines	E
Ability to solve problems in a constructive manner	E
Ability to set and work within quality standards	E
Ability to deal sensitively with confidential information	E
Ability to research information and prepare briefing notes	E
Good numeric and literacy skills	E
Able to write fluent and stylish English	D
Experience	
	E/D
Minimum of two years' relevant experience in a personal secretary role	E
Experience of an IT orientated working environment including Microsoft Office	E
Personal Qualities	
	E/D
A completer-finisher	E
Highly-motivated self-starter with the initiative to make things happen	E
Excellent organisational skills, and ability to effectively prioritise time and work	E
Driven by a desire to make a difference	E
Have a calm, confident and helpful telephone manner	E
Pleasant, tactful and diplomatic manner	E
Continuous Professional Development	
	E/D
Evidence of commitment to Continuing Professional Development	E
Other Conditions	
	E/D
Enhanced DBS Clearance	E

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