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Job Description & Person Specification

Principal’s Personal Assistant

**Job Description for Principal’s Personal Assistant**

**Grade:** Emmaus Grade 7, SCP 18-22

**Line Manager**: Principal

**GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES**

To provide comprehensive administrative support and data management for the school under the direction of the Principal. Grade 7 staff will work with a greater degree of autonomy and will have greater responsibility for decision making within the operations and administration team.

**KEY ACCOUNTABILITIES**

**ADMINISTRATIVE DUTIES**

* Maintain a diary, make appointments, and organise meetings on behalf of the Principal.
* Liaise daily with the Principal regarding the events of the day and follow up on any consequential actions.
* Dealing with highly confidential and sensitive issues. Always show confidentiality and discretion.
* Take minutes and act as secretary to various groups and bodies (personnel and staff meetings).
* Provide high quality text processing service for the Principal using computerised equipment.
* Assist Vice Principal(s) and other senior managers with text processing services.
* To manage and ensure the smooth running of the school’s reception.
* Act as line manager for specified staff to include staff cover arrangements, formal staff appraisal and day to day priorities.
* Be a member of the Operations Team.
* Maintain effective and efficient filing systems.
* Answer incoming calls, including those for the Principal when required.
* Receive people arriving for meetings with the Principal.
* Input data and maintain various computerised databases relating to staff and students.
* Administer the Presentation Evening process.
* Organise the staff internal mail ‘pigeonhole’ system.
* Prepare and distribute newsletters for parents.
* Create, organise, and review templates for annual teacher planners/diaries and to place an order for printed copies.
* Act as secretary to the Local Governing Body as required (exclusion paperwork, minutes, liaising with LEA officers, uploading statutory info to the website).
* Produce original and complex correspondence against a broad framework provided by the Principal i.e. reports, agendas, minutes, circulars, memoranda and disseminates such appropriate information to staff, governors etc. as required and under the direction of the Principal.
* Organise information to be sent to parents and staff and other stakeholders via electronic communications, as necessary.
* Supply and input information for a specific purpose, identifying and accessing relevant data.
* To act as a lead practitioner in relation to the administration of the school.
* Comply with individual responsibilities, in accordance with the role, for health and safety in the school.
* Assist the Principal with specific administrative tasks as and when required.
* Support the Principal/Leadership Team to administer the performance management process for teachers and meet training and development needs to ensure the appropriate schemes run smoothly and relevant documents and information are readily available.
* Regularly update the school’s policies in conjunction with the responsible staff.
* Liaise with the Local Governing Body and ensure that any documentation or information required for meetings is available and ready for the Principal and attending members.
* Operate relevant equipment and ICT packages, e.g. Microsoft Office.
* To manage the Single Central Record and carry out all DBS and associated checks.

**CUSTOMER SERVICE**

* Generate an environment of efficiency and always provide a warm welcome.
* Organise hospitality for various events throughout the year.
* Handle issues, on the Principal’s behalf, often dealing with items of a sensitive or confidential nature.
* Assist and liaise effectively with external agencies, customers, and suppliers to ensure optimum performance of the school.
* Assist with supervision care and welfare of students as required.
* Act as a contact point – an internal and external ambassador for the school – with external organisations as required, such as the DfE, the Schools, other academies and schools, architects, and consultants.
* Provide complex and confidential advice and guidance to staff, students, parents, and others.
* With the guidance of the Principal, ensure all members of staff receive relevant safeguarding policies and guidance.

**ICT**

* Ensure that communications from the Principal are shared with all relevant stakeholders via the appropriate channels (e.g.: email, Teams, Arbor, website, Governor Hub), to include Principals’ letters, staff briefing notes, Governor communications.
* Advise and train line managed staff to ensure information technology requirements of the school (and related training needs) are met.

**HR DUTIES**

* Produce recruitment correspondence and documentation, in liaison with the Principal for the recruitment of teaching staff, i.e. advertising vacancies, preparation of job information packs, letters to interview, reference, collect, collate, and distribute application packs, receive, and present for short listing, etc.
* Carry out key elements of the recruitment and selection process as directed by the Principal
* Manage all day-to-day personnel information on behalf of the school.
* Make all necessary arrangements in liaison the HR Providers relating to contracts of employment and salary payment.
* Keeping appropriate records of all recruitment paperwork for agreed timescales.
* Ensuring staff information, e.g. staff lists, is up-to-date and accurate.
* Delivering training to line managed administrative staff, as required.

**STAFF MANAGEMENT**

* Manage, motivate, develop, and train Administration Staff for whom responsible.

**DUTY HOURS**

37 hours per week/40 weeks per year (term time only plus one week)

**ADDITIONAL DUTIES AND RESPONSIBILITIES**

* Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality, and data protection. Reporting all concerns to the appropriate person.
* Comply with individual responsibilities, in accordance with the role, for health and safety in the school.
* Comply with all school policies and procedures, particularly those relating to safeguarding, equal opportunities, health and safety, security, confidentiality, behaviour, data protection and reporting concerns to the Principal.
* Attend relevant training and take responsibility for personal development.
* Attend and participate in meetings as required.
* Any other duties commensurate with the duties/responsibilities/grade of the post.
* Uphold the vision, ethos and exacting standards of the school and approach the role in a proactive way, playing a full part in the life of the school community.

Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who meets children and their families has a role to play. To fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, always, what is in the best interests of the child.

It is the postholder’s responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must always carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.

**Person Specification for PA to the Principal**

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|  | **Essential** | **Desirable** | **How Evidenced** |
| **Experience** |  |  |  |
| Substantial experience of working in a business environment at a senior level or experience working at middle management level with supervisory experience within a school or Local Authority. |  |  | Application |
| Considerable experience working in a busy administrative role, demonstrating exemplary practice. |  |  | Application and Interview |
| Providing dedicated support to a senior manager. |  |  | Application and Interview |
| **Qualifications** |  |  |  |
| NVQ Level 3 in Business Administration or relevant subject or equivalent qualification/experience. |  |  | Application and Interview |
| Excellent numeracy and literacy skills. |  |  | Application and Interview |
| Commitment and willingness to undertake further training, assessment and development dependent upon existing qualifications and requirements of the post. |  |  | Application and Interview |
| **Practical Skills** |  |  |  |
| Communicate confidently and effectively using a range of methods. |  |  | Interview |
| Effectively respond to challenges with a flexible approach towards working practices. |  |  | Interview |
| Organise tasks efficiently with strong attention to detail and accuracy. |  |  | Interview |
| Manage multiple tasks and deadlines. |  |  | Interview |
| Handle highly confidential or sensitive information in an appropriate and secure manner. |  |  | Interview |
| Show discretion and confidentiality. |  |  | Interview |
| Demonstrate a good telephone manner when dealing with a range of callers. |  |  | Interview |
| To format and type formal letters, reports, and documents. |  |  | Interview |
| Be able to take accurate minutes. |  |  | Interview |
| Excellent verbal and written communication skills. |  |  | Interview |
| Excellent time management and organisation skills. |  |  | Interview |
| The ability to work both as part of a team and independently. |  |  | Interview |
| Demonstrate a strong working knowledge of office software, administration systems and use a wide range of current ICT systems and packages. |  |  | Application and Interview |
| Have a good working knowledge of Arbor. |  |  | Interview |
| Ability to demonstrate initiative and flexibility to ensure the smooth operation of school support |  |  | Interview |
| Ability to manage a team of staff. |  |  | Interview |
| The ability to maintain successful working relationships with colleagues. |  |  | Interview |
| A commitment to empowering and supporting others. |  |  | Interview |
| **Personal Qualities and Attributes** |  |  |  |
| Committed to promoting high quality and consistent practices. |  |  | Interview |
| Committed to contributing to the wider school and its community. |  |  | Interview |
| Capable of handling a demanding workload and successfully prioritising work. |  |  | Interview |
| Ability to understand and relate well to children and adults. |  |  | Application and Interview |
| Ability to organise, lead and motivate staff. |  |  | Application |
| Ability to motivate, persuade, negotiate, and influence others |  |  | Interview |
| Ability to establish and maintain effective working relationships at all levels. |  |  | Interview |
| Ability to plan and take control of situations. |  |  | Interview |
| Ability to quickly adapt to changes. |  |  | Interview |
| Friendly, committed, and approachable. |  |  | Interview |
| Ability to identify own training needs and willingness to participate in training and development opportunities. |  |  | Application and Interview |
| High expectations of self and a desire to maintain professional standards. |  |  |  |
| **Safeguarding** |  |  |  |
| To comply with the school's commitment to the protection and safeguarding of children. |  |  | Interview |
| An understanding of processes in relation to the safeguarding of children in a school setting. |  |  | Interview |

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.