**Job Description**

**Post Title: Personal Assistant to the Principal and Office Manager**

**Location: Arnold Hill Spencer Academy**

**Salary/Pay Range: NJC20 – NJC24 £27,965 - £30,483 (actual salary)**

**Hours of work: Full Time, Term Time Only plus 3 weeks, Permanent.**

**Reporting to: The Principal**

**Purpose of Role**

It is essential that Arnold Hill Spencer Academy is at the forefront of efficient and effective systems which contribute to the academy’s visions of raising achievement.

Provide general and effective professional secretarial and administrative support to the Principal, Senior Leadership Team and Chair of Governors. To create the Academy’s marketing and promotional materials.

The Academy is committed to working to best meet the needs of all students and therefore the successful candidate will demonstrate an interest and enthusiasm in supporting young people. The successful candidate will work towards fulfilling the Academy’s commitment to a high quality of service and will promote and embody the Academy’s ethos – ❝Be Inspired & Achieve Together❞

**Nature and Scope**

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

**Main Duties and Responsibilities**

Specific responsibilities include:

* Support the Principal and SLT
* Provide confidential and effective administrative support to the Principal and Senior Leadership Team, as appropriate, including maintaining diary arrangements, co-ordinating meetings and appointments, preparation of correspondence, reports and other documents.
* Devise, implement and maintain effective and efficient office systems, procedures and practices
* including data management and filing.
* Provide an efficient and accurate PA support service for the Principal
* Provide PA support to other members of the SLT as required
* Maintain the Principal’s calendar and arrange appointments as appropriate, including co-ordinating meetings with a large number of participants
* Deal with parent/carer and other external stakeholder queries and decide how to screen telephone calls, enquiries and requests and delegate as appropriate.
* Provide a complete, accurate, fast and efficient secretarial and administrative service which will include the following:
* confidential typing and dealing with other items of a sensitive nature.
* typing all correspondence including letters, reports and information for other publications
* minuting formal meetings such as internal team meetings, disciplinary hearings, appeal meetings as required
* Draft correspondence to the Principal’s specification, and consistently produced to a high standard
* Act as ‘quality control’ in respect of letters and documents produced by the school, proof reading and getting involved with the document production of the Principal’s correspondence
* Have oversight of administrative aspects of confidential records at the Principal’s request
* Provide administrative support for the Vice Principals including produce and maintain documents, presentations, and policies for them as required.
* Provide hospitality for visitors and guests to the Academy
* Liaise with, and support Governors and the Clerk to the Governors as requested by the Principal
* Coordinate Permanent Exclusions including collation of paperwork and minuting the appeal meeting as required.
* Taking notes and minutes, writing up and drafting responses and undertaking follow up action as required. Ensuring the timely distribution of minutes and agendas.
* Maintaining full and accurate records of complaints and responses
* Arrange and organise meetings for other staff and Trust members
* Organise the diary and appointments for the Principal and other members of SLT as required
* Update and maintain SLT documents on the Google Drive where necessary
* Use discretion and judgment in the absence of the Principal to manage or refer urgent matters to the Principal.
* Coordinate the Academy Calendar and produce an accessible document which includes all events. Keep this up to date throughout the year.
* Undertake photocopying, scanning and filing as required.
* Line management of reception and the office admin team – providing support in staff absence, completing office typing work and providing cover when required
* Work with the VP and HR on Support Staff CPD and training and deliver training
* Produce a CPD Google page and the training materials to populate it
* Design, produce and maintain all marketing and promotional materials for the Academy including the Academy prospectuses for Y7 and the 6th form
* Design and produce certificates for Whole School student rewards and achievements
* Design and produce professional PowerPoints for academy events (Open Evenings, assemblies, meetings, celebrations etc.)
* Design and produce the termly newsletter
* Design, produce and maintain logos and display materials as required, both internal and external
* Open evenings – designing materials and providing admin support
* Support Transition events
* On occasions to act as Clerk to Governors, provide advice to the Governing Body on Governance, constitutional and procedural matters. Provide effective administrative support to the governing body and its committee, arranging meetings and taking minutes.

This job description is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
* Participate in the Trust Professional Performance Review process and undertake professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name

Signature

Date

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications and experience** | | |
| Experience of working in an administration role |  |  |
| Fully competent in the use of Microsoft Office programs – Word, Outlook, PowerPoint, Publisher and Excel. Knowledge of graphic design programs would be an advantage. |  |  |
| Numerate and literate with a minimum of 2 years’ experience of working in a busy office |  |  |
| **Knowledge and skills** | | |
| Excellent Customer Service Skills; the ability to use discretion, patience, tact and respect for confidentiality in all circumstances; a good command of the English Language; an empathetic approach to different cultures |  |  |
| A high level of computer skills. Familiarity with Microsoft applications, including: Word, Excel, PowerPoint, Publisher and Outlook, and have internet skills. Design skills would be an advantage. |  |  |
| Excellent organisational skills and ability to prioritise workload, use initiative and be self-motivating |  |  |
| Excellent interpersonal and communication skills, in person, telephone and written |  |  |
| Previous experience of working in a school, with knowledge of SIMS, education processes and procedures would be highly advantageous |  |  |
| **Personal qualities** | | |
| Excellent interpersonal skills with the ability to maintain strict confidentiality |  |  |
| Initiative and ability to prioritise own work and that of others to meet deadlines |  |  |
| Efficient and meticulous in organisation |  |  |
| Able to follow direction and work in collaboration with the leadership team |  |  |
| Able to work flexibly, adopt a hands-on approach and respond to unplanned situations |  |  |
| Ability to evaluate own development needs and those of others and to address them |  |  |
| Commitment to the highest standards of child protection and safeguarding |  |  |
| Recognition of the importance of personal responsibility for health and safety |  |  |
| Commitment to the Trust’s ethos, aims and whole community. |  |  |