**Job Description**

**Post Title: Personal Assistant to The Principal**

**Location: Arnold Hill Spencer Academy**

**Salary/Pay Range: NJC 20 – NJC 24 £31,585 - £34,314 (FTE)**

**Hours of work: Full Time, 37 hours per week, Permanent**

**Additional Consideration: We also welcome applications for Term Time**

**Reporting to: Principal**

**Purpose of Role**

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❞

Working in partnership with the Senior Leadership Team and where appropriate Trust Central Teams to:

* Provide a first class, confidential, efficient and responsive administrative and secretarial service to the Principal and the senior leadership team. Working under supervision but exercising considerable initiative in performing delegated duties.
* Devise, implement and maintain effective systems and procedures around all aspects of the central administrative function
* Contribute to the Academy and Trust strategy in relation to administration services and developing effective professional relationships with stakeholders and colleagues at all levels across the Academy and SAT
* Lead strategically on key operations, events and publicity across the Academy and ensure that policies and records are accurate and up to date.

**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.

**Main Duties and Responsibilities**

Specific responsibilities include:

**Personal Assistant to the Principal and SLT**

* Provide confidential, efficient and effective administrative support to the Principal and Senior Leadership Team, as appropriate, including maintaining diary arrangements, co-ordinating Academy events, meetings and appointments and provide appropriate hospitality, preparation of correspondence, reports and other documents
* Attend and maintain minutes of Senior Leadership Meetings
* Provide a complete, accurate, fast and efficient secretarial and administrative service to a high standard 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.
* Prepare documents and taking notes at confidential employee and student meetings, writing up and drafting responses and undertaking follow up action as required
* Coordinate and manage the Academy Calendar as an accessible document which includes all events.
* Prepare agendas and paperwork for leadership team meetings as required, attend briefings and weekly meetings, taking notes and disseminate the key actions from the meeting. Ensuring the Principal and others are adequately briefed on matters to be discussed and ensuring follow up actions are completed in a timely manner
* Manage emails, telephone calls and visitors for the principal redirecting where appropriate. Draft appropriate responses to outgoing correspondence and school documents that are the direct responsibility of the Principal
* Use discretion and judgment in the absence of the Principal to manage or refer urgent matters to the appropriate senior manager
* Lead and line manage the Academy reception and the office admin team – providing support in staff absence.
* On behalf of the Principal or other senior leaders communicate with employees, parents, the extended school community, the Trust central team and other outside agencies.
* Through a sound knowledge of policies and procedures, standards and executive functions provide the Principal with information, ideas and support on matters of Academy administrative improvement
* Provide advice to parents, stakeholders and the local community in their dealings with SLT, ensuring high professional standards of communication and presentation while representing the Academy
* Coordinate Permanent Exclusions including collation of paper work and minuting the appeal meeting as required.
* Administration of emergency school closure arrangements
* Provide administrative support in the compilation of key school publications such as; AIP, SEF Governors Reports and School Policy documents in liaison with the leadership team and middle leaders
* Process permanent exclusions, staff investigations and complaints, ensuring records are kept up to date and providing data for external returns.

**Operation and logistics**

* Seek out local and national projects which may be suitable for the Academy to support / become involved with
* Be the central link between the Academy and key external organisations including the trust central team and DfE etc.
* Attend results days to coordinate administrative support and publicity for the Academy.

# Marketing and Publicity

* Work with the Principal, Academy colleagues and Trust Marketing Team, lead and co-ordinate the media activities of the Academy, managing content and messaging on social channels and the website.
* Ensure that website and marketing materials are updated and current.

# Governance

Act as clerk to the disciplinary committee

**Personal and Professional Conduct**

* A Personal Assistant to SLT and Office Manager is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout their career.
* Personal Assistants uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
* Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their professional position.
* Have regard for the need to safeguard students’ wellbeing in accordance with statutory provisions.
* Show tolerance of and respect for the rights of others.
* Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
* Ensure that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law.
* A Personal Assistant must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
* A Personal Assistant must have an understanding of, and always act within, statutory frameworks.

**General**

* Appraisal – To participate in the Academy Appraisal process and undertake professional development as required.
* Policies – To be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.
* Safeguarding – To ensure you act according to the principles of best practice, and in accordance with the requirements of the Keeping Children Safe in Education guidance, as issued by the Department for Education.
* Holiday leave will be in line with the policy for non-teaching staff i.e. for this role Annual Leave cannot be taken during term time.
* 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.
* 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.
* All job descriptions are subject to change as the needs of the Academy changes.
* 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.**

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications and experience** |
| Experience of working in an senior administration role |  |  |
| Fully competent in the use of Microsoft Office programs – Word, Outlook, PowerPoint, Publisher and Excel.  |  |  |
| 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.  |  |  |
| 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  |  |  |
| Knowledge of HR 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. |  |  |