**Job Description**

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

**Location: Derby Moor Spencer Academy**

**Salary/Pay Range: NJC 20 – NJC 24**

**Hours of work: 37 hours per week for 42 weeks of the year (Term Time plus 3 weeks)**

**Reporting to: Principal**

**Purpose of Role**

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

* Provide efficient, professional and effective PA and administrative services 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, preparation of correspondence, reports and other documents
* Attending and maintaining minutes of Senior Leadership Meetings
* Preparing documents and taking notes at confidential employee and student meetings, writing up and drafting responses and undertaking follow up action as required
* Preparing 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
* 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
* 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**

* Support growth initiatives across the academy including those relating to capital build projects
* 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, Derby City Council, DfE etc.
* Attend results days to coordinate administrative support and publicity for the academy.

# Marketing and Publicity

* Working 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

* Acting as Clerk to Governors and supporting the Trust Governance Lead where necessary.
* Ensure that updated policies are in place and available as appropriate across the Academy.
* To provide administrative support to the Governing Body
* To attend and minute Governor meetings
* To provide advice to the Governing Body on procedural matters and exercise of its constitutional duties and powers
* To work effectively with the Chair and Principal before governing body meetings to prepare an agenda;
* To chair that part of the meeting at which a chair is elected;
* To produce, collate, and distribute the agenda and papers to ensure governors receive them 7-10 days before the meeting;
* To record attendance and take action re absences;
* To advise the governing body on governance legislation and procedural matters
* To prepare minutes of governing body meetings, indicating who is responsible for any agreed action;
* To record decisions accurately and objectively with timescales for action;
* To submit drafts to the Chair and Principal for amendment / approval;
* To issue the approved draft to all governors within the agreed timescale;
* To advise absent governors of the time, date and venue of next meeting;
* To keep a record of minutes produced;
* To liaise with the Chair prior to the next meeting to receive an update on progress of agreed actions;
* To chair that part of the meeting at which the Chair is elected.
* To maintain a database of names, addresses and category of governing body members and their terms of office;
* To initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office;
* To maintain copies of current terms of reference and membership of committee and working parties and nominated governors;
* To advise governors and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner;
* To inform the governing body and LA of any changes to its membership;
* To maintain governor meeting attendance records and advise the governing body of non-attendance of governors;
* To ensure that an annual register of Governors’ continual eligibility to serve is maintained;
* To ensure that a register of governing body pecuniary interests is maintained, reviewed annually and lodged within the school;
* To check that Criminal Records Bureau disclosure has been successfully carried out on any governor when it is appropriate to do so.
* To advise the governing body on procedural issues;
* To have access to appropriate legal advice, support and guidance;
* To ensure that new governors have a copy of the DfE Guide to the Law and other relevant information;
* To take action on the governing body’s agreed policy to support new governors;
* To ensure statutory policies are in place, and that a file is kept in the school of policies and other school documents approved by the governing body;
* To maintain records of governing body correspondence.
* To keep up to date with current educational developments and legislation affecting school governance.

**Personal and Professional Conduct**

* A Personal Assistant to SLT, Office Manager, Trust and Admissions Co-ordinator 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:
* Treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their professional position.
* Having regard for the need to safeguard students’ wellbeing in accordance with statutory provisions.
* Showing 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.
* Ensuring 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.
* All non-teaching staff will work on Teacher Training Days.
* 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.

**Additional Information**

**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.**