



JOB DESCRIPTION

Job Title:	Personal Assistant to Principal
Reports To:	Principal
Purpose of Job:	
To be a Personal Assistant to the Principal and perform all necessary tasks as requested by the Principal.	
To undertake a full range of secretarial and administrative duties to ensure the efficient and effective running of the Principal's office.	
Hours of work:	
A flexible arrangement of 37 hours per week will be coordinated in consultation with the principal to accommodate occasional late afternoon meetings and events. 40 weeks per year - Term Time, Inset days and 5 days during the Summer Holidays to fall in line with GCSE & A-level Result Days.	

Main Duties and Responsibilities:
<ul style="list-style-type: none">• Act as a first point of contact for staff, governors, parents and others seeking contact with the Principal.• Assist the Principal in organising his/her administrative workload recommending items to be dealt with in order of priority. Ensure that the Principal responds to particular approaches within timescales identified in any agreed priority action list.• Maintain the diary for the Principal, arranging appointments and ensuring that he/she is adequately briefed on matters to be discussed.• Assemble and prepare papers required by the Principal to attend meetings, prepare reports, or reply to requests for information.• Liaise with all senior management concerning priorities, deadlines, policies and procedures.• Prepare the College newsletter and other handbooks and guides, e.g. Staff Handbook, Options Booklets, Parent Guides• Arrange meetings and when required, take notes. Ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.• Sort and prioritise Principal's post and deal with telephone calls.• Draft outgoing correspondence and school documents as directed by the Principal.• Attend and support the Principal and SLT in the organisation and detailed planning of special events, such as open evenings, awards and certificate evenings.• Liaise with the Clerk to Governors on governor related matters.• Foster links between the school and local community.• Communicate with the LEA, outside agencies, parents and the local community or other individuals who have business with the school.• Take part in the school's performance management system.• Attend SLT meetings on a regular basis and take minutes.• Promote and safeguard the welfare of children, young and vulnerable people that you come into contact with.

Other Duties

Attendance

- To support the attendance team, when required, with general administration such as the preparation of absence letters.

First Aid

- To support first aid provision in the College.
- Any other duties will be comparable in grade and responsibility to the job holder's other responsibilities. Where necessary, appropriate training will be provided. #

These duties will comprise a maximum of 20% of working hours for the week at any one time

Additional Information:

The duties may change over time as requirements and circumstances change. The post holder may also have to carry out other duties as directed by the Principal.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder:..... Date:

Line Manager:..... Date: