

A group of people standing outside of a building

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Personal Assistant to the Principal

Job Description



**Principal – Mr S Royle BA (Hons) PGCE NPQH**

Mounts Bay Academy

Boscathnoe Lane

Heamoor

Penzance

TR18 3JT

[www.mountsbay.org](http://www.mountsbay.org)

Salary scale: H £26317.00 - £30607.00 subject to experience

Contract Type: Term Time Only – 37.5hrs per week + 10 days across the year (flexibility required)

Contract Term: Full-time or part time permanent.

**Personal Assistant to the Principal**

We are looking for a Personal Assistant to join our thriving Academy in supporting the Principal and Executive Team.

Applicants should be flexible, organised and able to work on their own initiative. Attention to detail and accurate record keeping are essential along with competent IT skills. Applications must be able to work in a team environment and under their own initiative, whilst maintaining absolute discretion. This is a term time only position so the successful post holder will benefit from most of the school holidays, although this is a requirement to work an additional 2 weeks during the academic year, including during the exam period and time in August for results day.

The role of the Personal Assistant is central to the organisation and smooth running of the school.

Mounts Bay Academy is a caring and dynamic Academy where students are placed at the centre of everything we do. We provide a broad and balanced curriculum to all our students, who are set challenging academic and personal targets and given the inspiration to succeed.

The successful candidate will also contribute to the strategic goals of the Academy and be able to support a vision within which students are well prepared for the modern world.

Application forms and information pack are available via our school website or on request by telephoning the Academy.

For further information, please contact Malvina Jenkin HR Manager at Mounts Bay Academy 01736 352399 or email: [mjenkin@mountsbayacademy.org](mailto:mjenkin@mountsbayacademy.org)

**Closing date for applications**: 10/06/2024

**Interviews**:15/07/2024

**Start date: Sept 2024**

Please send your completed application form to Malvina Jenkin mjenkin@mountsbayacademy.org, Boscathnoe Lane, Heamoor, Penzance, TR18 3JT.

The successful candidate will be subject to reference checks with previous employers and an enhanced DBS disclosure check.

**Welcome**

Dear Applicant,

Thank you for expressing an interest in the post of **Personal Assistant**. I hope you find this information pack helpful and that, in due course, we shall receive an application from you.

Mounts Bay’s reputation for excellence has grown from over half a century of generating new ideas, encouraging divergent thinking and nurturing a learning community of highly motivated staff and students.

We are passionate about developing talent and have created an environment where everyone is empowered to reach their true potential. We pride ourselves in fostering a natural ability, ambition and confidence in students to become forward thinking, highly employable entrepreneurs who drive creativity and inspire new levels of academic and professional success.

Secondary education is a key stage in the life and development of each young person and so we aim to work together with parents and carers to support the children; enabling them to develop and grow within our community and in building together a real sense of identity within Mounts Bay Academy

The Academy is committed to a leadership approach at all levels. We are all empowered to make a difference in terms of the school’s ability to address its core purpose. We encourage creative planning to challenge and inspire both students and staff alike.

Mounts Bay Academy is an exciting place in which to work. We always seek to appoint new colleagues who enjoy challenge and believe that they can make a contribution in helping us improve what we offer our students.

I look forward to hearing from you.

Yours sincerely

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Simeon Royle

Principal

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**Job Description**

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| **Post Title:** | Personal Assistant |
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| **Purpose:** | Act as the first point of contact for the Principal and in all dealings to demonstrate care, diplomacy, professionalism and courtesy.  Ensure effective levels of professional administrative support for the Principal and Executive Team.  The PA to the Principal is directly accountable to the Principal for ensuring they are the main contact between the Principal and all other stakeholders, both internal and external to the academy.  Acting as a ‘gatekeeper’, to prioritise, screen and redirect communications. |
|  | |
| **Reporting to:** | Principal |
|  | |
| **Liaising with:** | Internal: Principal, Senior Leadership Team, Staff, Pupils, Volunteers and Governors, Trust Central Team  External: Parents/carers, External Agencies, and members of the public. |
|  | |
| **Working time:** | 37.5 Hours/week, 39 weeks/year +10 days across the year. The spread of the additional 10 days can be flexible but should cover some time during school holidays to monitor emails and maintain admissions processes.  Payment for leave has been included in the calculation of the annual salary, therefore, no leave should be taken during school term time unless specific prior approval has been obtained from the Headteacher. |
| **Salary/Grade:** | H |
| **Disclosure level:** | Enhanced DBS |
|  | |

**MAIN (CORE) DUTIES**

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| **Main Duties and Responsibilities** |
| * To ensure a high standard of administrative and management support for the Principal, in order to assist in the smooth running of all his activities, working under his supervision but expected to exercise considerable initiative in performing delegated duties, seeking the necessary advice, where appropriate. * To alert the Principal well in advance of approaching issues and/or events. * To make appointments and plan the Principal’s Diary. * To remind the Principal of appropriate appointments, meetings and deadlines for completion of work. * To ensure that the Principal is briefed before all meetings with relevant correspondence, documents/presentations. * To proactively managing the diary arrangements for the SLT as required; keeping full control of appointments and diary bookings, identifying and resolving any potential conflicts and taking account of travel time. * To co-ordinate the agenda for SLT meetings, attend such SLT meetings when required, taking action points, distributing relevant documentation as required. * To arrange and coordinate travel and accommodation, managing the itinerary in conjunction with the diary and reviewing forthcoming commitments to ensure the most effective use of time for the Principal. * Updating the weekly Staff Bulletin and take notes at staff briefings. * To review the Principal’s e-mail where appropriate and ensure that appropriate items are passed on. * To deal with Parent/Carer and other external stakeholder queries – especially in the absence of the Principal and decide how to screen telephone calls, enquiries and requests and handle them or delegate to others as appropriate, using discretion in providing information both within and outside the Academy. * To deal with emails, correspondence and writing letters and taking dictation and minutes. * To produce accurate and high quality Academy Publications, Policy Documents, Briefing Papers, Reports, Presentations etc, as required [e.g. the Weekly Bulletin to all staff, Staff Handbook and the whole Academy Academic Calendar] * To be responsible for maintaining and enhancing efficient filing and documentation retrieval systems for the Principal and SLT members * To welcome and host all visitors to the Principal and ensure that appropriate arrangements have been made for meeting and greeting and that refreshments are available, as agreed with the Principal. * To review, on a regular basis, the Trust’s bulletin and website, CASH bulletin/website and the local authority’s Schools Messenger in order to ensure that hard copies of appropriate documents are provided for the Principal’s information. * To attend appropriate meetings with the Principal in order to facilitate note-taking and record keeping and to oversee such meetings, ensuring the relevant papers and documentation are compiled or received in advance to enable the Principal time to prepare. * To ensure the effective operation of Quality Control systems in respect of all letters and documents produced by or for the Principal and to seek and/or implement modification and improvement, where required. * To maintain efficient systems of filing, photocopying and distribution of documentation initiated, responded to and/or received by the Principal. * To provide administrative support to the Principal for complex and confidential matters as and when required. * To produce and maintain the Academy Calendar and ensure that it is communicated with staff and parents appropriately. * To organise and publicise all academy events in the community as appropriate e.g. Open Days. * To arrange all visits and tours of the Academy for prospective parents and liaise with Cornwall Admissions regarding admitting students to the academy. This includes maintaining communications with parents on the waiting list, liaising with Heads of Year, the Executive Team and Data Manager to ensure a smooth transition for all in-year admissions. Monitor emails during school holidays. * To follow up on communication with parents/carers, following visits, Open Days and Evenings, exhibitions. * Manage the storage and circulation of Trust Policies, ensuring Trust policies and Academy policies are updated by appropriate staff and circulated to the Local Academy Committee as appropriate. * Cover Reception duties on occasion. |
| **Other Specific Duties** |
| * To remain and adhere to the Trust’s Safeguarding Policy and child protection procedures. * Act as an ambassador for the Academy. * Work collaboratively as a member of the Support Staff Team. * To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To actively promote the Trust’s corporate policies. * Be responsible for your own continuing self-development, undertaking training as appropriate. * To be aware and adhere to applicable rules, regulations, legislation and procedures e.g. the Trust Equality and Diversity Policy, Staff Code of Conduct, national legislation and GDPR Data Protection Regulations. * To comply with the Academy’s Health and Safety Policy and undertake Risk Assessments as appropriate. * Monitor the enquiries@ email and reply to or circulate emails to appropriate staff. * Maintain the Academy’s Complaints Log and File. * Work with the Communications Team to ensure public facing communications and marketing is up to date and compliant. * Work with Senior Leaders to maintain files and records of all performance management processes and staff training undertaken and monitor use of the training platform ‘Flick’.   **As a restorative organisation we:**   * Apply the principles of mutual respect and responsibility in all our internal and external relationships. * Actively work to prevent, address and repair harm. * Engage in continuous learning to further develop our communication and problem-solving skills. |

In order to deliver the service effectively a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties will, however fall within the scope of the post, at the appropriate grade.

This job description is current at the date of advertisement, but in consultation with the post holder, it may be changed by the Principal to reflect or anticipate changes in the post commensurate with the grade or job title.

**Person Specification**

**Essential**

GCSE grade C or equivalent in Maths and English

Previous experience in a high-profile PA support role.

Experience of planning and coordinating meetings in line with diary management

To be able to think creatively and to anticipate and solve problems

Excellent written and verbal communication skills including telephone manner, tact, diplomacy

Understanding of the importance of confidentiality and GDPR

Understanding of safeguarding within an educational setting

Willingness to learn and develop new skills

Excellent IT Skills – in particular, Microsoft Office suite of applications

Excellent organisational skills and experience of using, maintaining and developing administrative systems

Ability to work under pressure and meet deadlines

Ability to establish effective relationships at all levels, dealing sensitively with people in order to minimise conflict

Ability to manage one’s own time effectively

Ability to enlist outside expertise and resources to enhance effectiveness

**Desirable**

Previous experience working in an educational environment.