STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

PERSONAL ASSISTANT TO THE PRINCIPAL AND SLT (WITH HR SUPPORT)

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective academy with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the academy into the wider community.

JOB SUMMARY:

1. Provide an effective administration support service to the Principal to ensure they can undertake their role efficiently.
2. Act as the first point of contact with the Principal, using discretion and ensuring all visitors and callers receive a professional response and are dealt with by the appropriate person.
3. Liaise daily with the Principal regarding the events of the day and follow up on any consequential actions.
4. Provide PA support to members of the SLT as required.
5. Oversee and maintain the records of SLT meetings, maintaining records and ensuring their completeness.
6. Show confidentiality and discretion at all times.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Support for the Principal and Senior Leadership Team

1.1 Support the Principal in the delivery of their roles and responsibilities.

1.2 Support the Principal with internal and external correspondence and the organisation of their calendar.

1.3 Manage all correspondence and related confidential work for the senior team when appropriate.

1.4 Lead the organisation and minuting of meetings on behalf of the Principal and the Senior Leadership Team.

1.5 Provide hospitality and make arrangements for visitors as requested by the Principal.

1.6 Support the administration and organisation of key events on behalf of the Principal and Senior Leadership Team.

1.7 Provide agendas and record and minute SLT, appropriate Governor and other meetings as directed by the Principal. This will include confidential meetings and the regular working of times beyond the school day including occasional evening work.

1.8 Assist and work closely with the Principal, members of the SLT and other staff in the compiling, collating, completing of data returns including annual workforce census.

1.9 Coordinate and oversee the production of the weekly staff bulletin, newsletters and communications from the Academy to parents.

2. Recruitment and Record Keeping

2.1 Liaise with the Central Office Recruitment Team on the implementation of the Trust's Recruitment Policy and Procedures.

2.2 Lead the processing of recruitment of staff through the preparation and dissemination of letters, application packs and other such activities.

2.3 Ensure all processes are followed correctly to satisfy the requirements of Safer Recruitment, including investigation of gaps in employment history, certificates and suitable documentation to satisfy Right to Work in UK legislation.

2.4 Assist the Principal and members of the SLT with the advertising, recruiting, interviewing and appointing of staff.

3. HR Support

3.1 Provide support where required in the delivery of an effective HR service and have an oversight of all matters relating to the effective implementation of HR matters.

3.2 Maintain Single Central Record and ensure that is updated after each staff appointment and is reviewed regularly with Principal / SLT.

3.3 Keep accurate records of staff development and non-statutory training, managing the personnel files of all staff both manually and electronically.

3.4 Verify staff absence forms, communicate the outcome with staff, update the daybook and liaise with the Deputy Principal on cover arrangements.

3.5 Create and maintain spreadsheets / Bromcom database for all staff absences/sickness in liaison with the Cover Manager.

3.6 Ensure staff induction and probation paperwork is submitted in a timely manner and keep personnel files up to date.

3.7 Provide Staff Data Analysis as required to support HR, Payroll and budgeting e.g. Absence Analysis, Staff Late Analysis, Overtime Analysis.

3.8 Ensure the school's policies are clearly communicated to and followed by all staff in school; providing guidance and support as required.

3.9 Support the recruitment process as required, including raising requisitions on the Trusts applicant tracking system, arranging interviews, supervising candidates throughout the process, and ensuring safeguarding requirements are met, including references and DBS checks.

3.10 Support the Business Manager and Principal with the recruitment of supply staff where necessary and oversee the approval of timesheets.

3.11 Maintain policies and procedures relating to HR in liaison with Trust HR Manager.

3.12 Liaise with all new staff regarding any contractual issues or pay queries.

3.13 Ensure emergency contacts and procedures are in place including for unexpected closure and in the event of a critical incident.

3.14 Attend HR meetings as a note taker when required.

4. Other Responsibilities

4.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.

4.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.

4.3 Contribute to the wider life of the Trust and the Star community.

4.4 Carry out any such duties as may be reasonably required in the context of the role.

5. Records Management

5.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.

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PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by: App Form	Assessed by: Interview/ Task
QUALIFICATIONS				
1.	A degree qualification.	**D**	✓	✓
2.	5 GCSEs including English and Maths at grade 9-4/A*- C.	**E**	✓	
3.	Evidence of continuous professional development.	**D**	✓	
4.	ICT or administration-related qualification.	**D**	✓	
EXPERIENCE				
5.	Experience of working in a senior administrative role.	**E**	✓	✓
6.	Experience of drafting reports and preparing presentations.	**D**	✓	✓
7.	Experience of successful project management and delivery.	**D**	✓	✓
8.	Experience of minuting meetings and undertaking follow up actions.	**E**	✓	✓
9.	Experience of organising events.	**E**	✓	✓
10.	Experience of undertaking a PA role for a senior leader.	**D**	✓	✓
11.	Experience of liaising with committees, statutory bodies or agencies that provide oversight.	**E**	✓	✓
12.	Experience of working in an educational setting.	**E**	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
13.	Ability to work with a variety of partners and key stakeholders in an effective manner.	**E**	✓	✓
14.	Strong interpersonal and team-working skills.	**E**	✓	✓
15.	Excellent written and verbal communication skills - including the ability to draft concise and accurate reports for a range of audiences.	**E**	✓	✓
16.	Ability to analyse data and produce management information.	**E**	✓	✓
17.	Ability to deliver assigned projects on time and within budget.	**E**	✓	✓

			Assessed by:	
No	**CATEGORIES**	**Essential/ Desirable**	**App Form**	**Interview/ Task**
18.	Ability to monitor and evaluate projects against criteria.	**E**	✓	✓
19.	Ability to work autonomously, prioritise conflicting demands and thrive under pressure.	**E**	✓	✓
20.	Proficient ability in ICT – including all key Microsoft packages.	**E**	✓	✓
21.	Ability to conduct and present research on a range of areas.	**E**	✓	✓
22.	Excellent understanding of administrative procedures and systems.	**E**	✓	✓
23.	Excellent understanding of Management Information Systems.	**E**	✓	✓
24.	A willingness to work outside of school hours.	**E**	✓	✓
PERSONAL QUALITIES				
25.	Highly resilient and determined in the face of challenges.	**E**	✓	✓
26.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	**E**	✓	✓
27.	A strong commitment to the Trust value of 'Service'.	**E**	✓	✓
28.	A strong commitment to the Trust value of 'Teamwork'.	**E**	✓	✓
29.	A strong commitment to the Trust value of 'Ambition'.	**E**	✓	✓
30.	A strong commitment to the Trust value of 'Respect'.	**E**	✓	✓
31.	Commitment to support Star Academies agenda for safeguarding and equality and diversity.	**E**	✓	✓
32.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	**E**	✓	✓