

Strood Academy
Job Description

Position: PA to Principal
Responsible to: Principal

Principal Responsibilities

- To provide efficient day to day administrative support for the Principal, including confidential personal assistance, the preparation of reports and routine responses to correspondence, minuting SLT meetings where relevant.
- Provide the Principal with highly efficient support in managing and leading the school, ensuring the school is presented in the best possible light at all times. Effectively supporting parental communication for the whole school.
- To be the first line of contact between the Principal and any phone calls, requests from staff, students and visitors, ensuring only appropriate contact is made and managing all communications from the Principal to all employees.
- To contribute to the overall ethos, work and aims of the school.
- To track delegated tasks where required and monitor progress, chasing any documentation or responses not received and keeping the Principal informed as appropriate.
- To review and facilitate the updating of job descriptions across both the teaching and support staff.
- To maintain the electronic Principal's diary and extend to the rest of SLT where appropriate.
- To line manage and support the office manager in ensuring daily/termly and annual cycle of events are kept up to date.
- To ensure that Agency staff DBS information is stored for safeguarding purposes and recorded on Bromcom MIS and the SCR accurately.
- To be responsible for supporting the HR team collating applications and organising interview schedules for teaching/support staff. Ensuring references are taken up re: safeguarding, providing a central record of all staff references.
- To ensure that all new staff receive and sign the appropriate documentation as part of the on-boarding process with HR and that induction days are arranged.
- To organise disciplinary meetings with HR and take minutes of disciplinary meetings if and when appropriate.

- To be responsible, in liaison with the Principal/Deputy Principal, for the production of the Staff Handbook.
- To maintain staff personnel records and provide the Finance Director with information on salary changes for budget purposes and the School's salary provider.
- To support the principal in ensuring the Academy Board Meeting paperwork is submitted on time and organise any governor monitoring visits.
- To oversee the production provide exclusion letters and accurately record exclusions for the school's pupil census
- To upload documents onto websites and maintain the updates on school policies annually.
- To manage and maintain various sections and statutory aspects of the website to ensure information is readily available, up to date and accurate.
- To be responsible for the academic Calendar to ensure staff are fully informed and can plan for upcoming events
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- To maintain the Academy's complaints log and ensure that complaints are dealt with and actioned in a timely manner.
- First Aider (four day course with examination) and attending refresher courses (examination course)
- To ensure admin archives are correctly stored in the summer break and any admission documents for the new cohort are managed appropriately.
- To ensure the school is ready for the start of the new academic year by supporting the SLT and admin team with the annual cycle of events and new year 7 intake.
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- To undertake such other duties as the Principal may, from time to time, reasonably direct.

Person specification

The successful candidate will be likely to fit the following profile:

Skills

- Ability to work under pressure and meet deadlines
- Good ICT skills
- High levels of organisation and ability to multitask

Experience

- Evidence of successful administrative role
- Experience of working in an educational setting would be an advantage but is not essential

Personal Qualities

- High levels of personal and professional integrity
- Appropriate levels of personal presentation
- Ability to communicate concisely and sensitively both orally and in writing to a variety of audiences
- An ability to work with external agencies
- Adaptability and flexibility

Attitudes

- A team player
- A commitment to child protection and safeguarding
- A reflective and flexible approach
- Positive, enthusiastic and energetic approach to life
- Ability to think creatively and imaginatively
- Supportive of the School's ethos

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education](#) document (Department of Education).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.