## Job Description

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| Job Title: | Personal Assistant (PA) |
| Reference: |  |
| Reports to: | Principal |
| Responsible for: | Academy Administration Team |
| Salary range: | £28,000 (FTE) £25,097.63 (pro rata) |
| Contract: | Full time, term-time only + 2 weeks |

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| Main purpose of the role: | This is a key post within the Academy which will provide a confidential secretarial and administrative service to the Principal and members of the Senior Leadership Team. The post requires a highly efficient, professional approach and calls for the ability to work on one’s own and to use judgement and initiative, as well as the ability to work effectively and collaboratively as part of a wider team to support the needs of the Academy. The ability to remain calm and controlled under the pressures of working in a very demanding and constantly changing environment is essential. The post will require flexibility in working hours (occasionally outside of Academy hours to support meetings and events).  |
| Main duties: | 1. Providing a confidential, proactive secretarial and diary management support to the Principal and Senior Leadership Team, working efficiently and effectively with due regard to punctuality and meeting deadlines.
2. Preparing meeting agendas, taking and distributing minutes and associated papers.
3. Making arrangements for visitors to the academy, including parking and catering for meetings and events; greeting visitors on arrival.
4. Maintaining confidential files and ensuring these are up to date; providing the Principal & SLT with the appropriate information and files in advance of meetings.
5. Attend Operational meetings
6. Upload correspondence and communications to the website
7. Coordinate the prospectus and other Academy publications
8. Maintaining filing systems and Academy Calendar
9. Processing correspondence and documentation.
10. Preparing communications (composing letters/emails, proof reading and distributing communications via post and/or electronically).
11. Producing reports.
12. General office administrative duties; including ordering supplies as required.
13. Provide support to the Clerk of Governors for meeting preparations.
14. Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal.
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|  | **Essential** | **Desirable** |
| Qualification | * GCSE Grade C or equivalent in English and Maths
* At least 3 years or more experience of working as a PA at a senior level
 | * Experience of working in education
* A recognised qualification in office skills or administration
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| Experience | * Proven strong effective leadership and people management skills.
* Ability and commitment to help the Academy’s drive to secure a transformational change in aspiration and standards.
* Excellent IT skills and a proficient user of Microsoft applications
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| Skills | * Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders.
* Demonstrable ability to communicate effectively in both oral and written form.
* Creative and innovative.
* Excellent facilitation and presentation skills suitable up to and including senior managers.
* Data and IT literate with good IT skills.
* Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload.
* Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils/students and parents.
* Analytical and problem-solving
* Understanding of child protection, safeguarding issues and able to demonstrate understanding of own accountabilities.
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| Qualities | * Able to confidently liaise with senior colleagues including in formal settings.
* Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures.
* Personal and professional authority and resilience.
* Able to credibly challenge established assumptions and ways of working and make a valuable contribution to influencing organisational culture.
* Empathetic, tactful and diplomatic.
* Solution focused, working collaboratively and collegially with colleagues and stakeholders.
* Excellent inter-personal skills.
* A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments.
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