

## Job Description

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**Job title:** PA to Principal  
**Reports to:** Principal  
**Location:** Snowfields Academy

### Job purpose

To support and work alongside the Principal to assist in the smooth running of the academy and to ease their workloads where possible.

- To provide a highly effective full administrative service to the Principal;
- To manage and support the office staff at Bearsted college;
- To proactively support the development of a dynamic learning community through effective delivery of administrative services to meet the needs of Principal;
- To actively promote the academy's shared vision and values;
- To prioritise and manage a varied and complex workload;
- To observe strict confidentiality in relation to all matters.

### Person Specification

- Good interpersonal skills, with the ability to communicate effectively and professionally with a wide range of stakeholders, including those from business and education sectors;
- Attention to detail and high levels of accuracy;
- Proven administrative and organisational skills;
- Self-motivated and proactive, with the ability to both initiate and deliver projects with minimal supervision;
- Strong customer service ethos and a willingness to always 'go the extra mile', with commitment to developing service delivery;
- Relevant and up-to-date IT experience;
- Willingness to acquire new skills and a genuine commitment to personal development and lifelong learning;
- Flexible, with the ability to manage multiple tasks and conflicting priorities, always operating effectively under pressure;
- An effective team player, with the willingness to also work independently;
- Ideally some relevant experience in a similar role, thereby understanding the current education/work landscape and overall purpose/objectives;
- A good sense of humour;
- Gains enjoyment from working in, and contributing to, a learning community

### 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 at the reasonable discretion of the Principal. 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.