



Job Description

Job Title: PA to the Principal

Location: Bexleyheath Academy

Hours of work: 37 hrs per week 52 weeks

Reports to: Principal

Overall Responsibilities:

To provide first class administrative and secretarial support to the Principal

Main Duties:

1. Provision of secretarial and administrative support
2. To ensure the Principal is kept up to date with all forthcoming AET meetings/events and prepare/research any documentation as a result of checking all relevant documentation.
3. Be able to contribute to the writing of, production and reproduction of documents, briefing papers, reports and presentations
4. Organisation and attendance at meetings including minute taking where appropriate
5. Manage the Principals diary to ensure effective time management
6. Being proactive in supporting the Principal manage output, workflow and Academy deadlines
7. Act as first point of contact for the Principal
8. Anticipate needs of the Principal
9. Collect and open al mail addressed to the Principal
10. Screening and handling emails, telephone calls, correspondence and enquiries
11. Prepare agendas, with the Principal and ensure the provision of all requisite papers for attendees and relevant parties
12. Arrange conference calls
13. Draft, type and dispatch all the Principal's correspondence in liaison with the Principal
14. Maintain electronic filing for all reports, briefs and correspondence
15. Prepare weekly bulletins linked to the Academy's calendar and Principal's calendar
16. Attend and minute weekly senior Leadership meetings
17. Organisation of travel and accommodation arrangements
18. Communication and collaboration with outside agencies
19. To act in a proactive manner in all aspects of these responsibilities



This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Bexleyheath Academy.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
2. This 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.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. 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.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.



Person Specification

Job Title: PA to the Principal

	Essential	Desirable
Qualifications	GCSE Maths and English (A-C) or equivalent A Level Standard Education	ECDL or CLAIT qualification
Knowledge/Experience	Experience within a similar role Experience of writing agendas and concise minutes Knowledge of governing body procedures Knowledge of education legislation, guidance and legal requirements Knowledge of respective roles and responsibilities of the governing body	Experience of working within the Education Sector
Skills/Abilities	Ability to use Microsoft Office including Word, Excel and Outlook or equivalent Train in the use of Apple and take on learning for new technologies. Ability to write detailed reports, letters and emails Confidence and ability to communicate with people at all levels Ability to use initiative to deal with telephone calls and staff queries in a professional manner	



	<p>Excellent written and verbal communication skills</p> <p>Able to balance competing priorities</p> <p>Sound personal organisation skills, ability to multi-task and organise others</p> <p>A solutions focus with excellent problem solving skills</p> <p>Ability to work on own initiative</p> <p>Accurate with good attention to detail</p> <p>Excellent customer focus skills</p> <p>Ability to work under pressure and be flexible where needed</p> <p>To be assertive and an ambition to meet all set deadlines</p>	
Special Requirements	<p>Flexibility to respond to changing circumstances</p> <p>Understand and comply with procedures and legislation relating to confidentiality and Data Protection</p> <p>To show a strong sense of commitment</p> <p>Willingness to travel as required</p>	



Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring 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 adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.