

Job Description

Job title: Personal Assistant to Principal Designate (fixed term April to September 2024)
Reports to: Principal Designate
Location: Leigh Academies Trust head office, Strood

Job Summary

To promote the school in a positive manner at all times to staff, potential pupils and visitors. To support the Principal Designate in a variety of tasks as required. The role encompasses administration, personnel administration, contracts management, recruitment and safeguarding procedures.

Main Duties

- Provide full PA support to the Principal Designate including diary management.
- Quality assure and proof-read all correspondence produced from relevant staff. Ensure that the marketing policy is adhered to and consistently used.
- Undertake whole academy administration and ensure deadlines are met.
- To clerk any relevant PSG meetings including preparation and distribution of all papers and minute taking, where necessary.
- Manage the document storage system ensuring that all records held, including pupil records, are secure, up-to-date and that confidentiality is a priority at all times, ensuring compliance with GDPR.
- Develop and maintain e-communications systems.
- Ensure the provision of good, accurate and timely information to Academies Director, Principal Designate and other stakeholders to ensure that the pre-opening of the school is managed effectively.
- Continually evaluate the effectiveness and seek to improve systems and processes in order to achieve the most effective outcomes for information gathering/retrieval and analysis.
- Liaise with parents/carers and staff, dealing with queries and/or concerns and ensuring they are directed to the most appropriate member of staff.
- Safeguarding administration – recording and monitoring the safeguarding process, ensuring that the DSL is advised as soon as a concern is raised.
- To update Academy Policies.
- Support the Principal Designate to complete all necessary submissions to the DfE to ensure funding agreement can be agreed.
- Support the Principal Designate to ensure a successful outcome from the Ofsted Pre-opening inspection.

Staffing needs

- Support the Principal Designate to recruit new staff.
- Manage the school's personnel administration: provide personnel support to the Principal Designate and Trust, to organise recruitment, induction, training, development to ensure the delivery of high quality and effective service.
- Liaising with HR regarding new staff, changes to employment contracts and all other HR issues
- Under the guidance of HR, carry out checks for all new staff, volunteers, etc
- Follow procedures ensuring Safer Recruitment of staff, visitors and volunteers ensuring safeguarding of children. Update procedures in line with latest directives.

Admissions and appeals process

- Manage the admissions process for the academy.
- Seek opportunities to promote the school to prospective parents, arrange tours, interviews and manage queries from parents as part of the management of Admissions.
- Work with the Principal Delegate on the admissions process, ensuring timely and effective advertising is created and published.
- Support the Principal Delegate by undertaking the administration relating to the appeals process.

Marketing and correspondence

- Assist the Principal Designate by typing correspondence and assisting with the administration for open events, organising the Team support for Open Evenings and other main academy functions.
- Organising and attending marketing events.
- To be responsible for the compilation of the content of the Academy Prospectus. Liaise with the graphic designer and Principal to ensure a professional document is published. Ensure all drafts are proof-read and amendments are made.
- Work with the Trust marketing and graphic design team to produce marketing material such as leaflets, banners, posters, etc.
- Regularly review and update academy social media platforms to promote the academy though the pre-opening phase.
- Be responsible for overseeing the academy website and social media pages and content. Ensure all information published is accurate and up to date. Source information to be placed on the website to make it interesting for all stakeholders e.g. 'Latest News'.
- Maintain the administrative information side of the school website.

Review of Job Description

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. 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 Line Managers.

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. 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.