

Leigh Academies Trust Job Description

POST TITLE: PA to the Executive Principal
RESPONSIBLE TO: Executive Principal

- Provide a high-level of support to the Executive Principal, performing duties which will have a direct effect on the success of the Maidstone Primary Academies and the wider organisation.
- Act as a gatekeeper for the Executive Principal, taking email and telephone enquiries.
- Support the Executive Principal, and Principals as delegated, in a positive and proactive way, demonstrating a high level of initiative, competence and confidentiality across a broad range of office management activities.
- Time management of the Executive Principal's calendar, ensuring strategic planning time is scheduled in an effective manner.
- Organise the collation and distribution of correspondence and documentation in a timely manner, maintaining action logs and bring forward systems. Use initiative by rerouting mailing which does not require the Executive Principals attention.
- First point of contact for the Executive Principal in communicating with stakeholders.
- Provide support with Trust activities as required, including visiting other sites within the Trust as necessary.
- Manage and organise work of a confidential and complex nature, with considerable tact, diplomacy and high level of commitment, customer care and flexibility.
- Maintain a manual and computerised filing system with controlled and authorised access only.
- Present a professional, welcoming service to our stakeholders, including providing refreshments for visitors.
- Manage meeting cycles to include calling for agenda items, assemble relevant documents, prepare agendas, book rooms and refreshments and take minutes where required.
- Produce letters, reports, data analysis and other documents from dictation and manuscript as well as drafting routine correspondence for the Executive Principal.
- Manage the complaints process, liaising with parents/complainants and Principals ensuring the Executive Principal has all relevant information in order to action within time limits set out in the Trust Complaints Procedure, following up to conclusion and keeping a record of these.
- Carry out researching tasks and prepare reports on behalf of the Executive Principal
- Arrange module review meetings for the Executive Principal and academy leadership teams, take notes at meetings and transcribe to finalise module review documents, uploading to the Trust portal.
- Assist academies and the central team with the elections of parent/staff governors.
- To undertake the role in a flexible fashion to cover any early morning or evening meetings where necessary.
- To carry out any other duties commensurate with the grade and general responsibilities of the post.

Addendum

This job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and it may be subject to clarification or amendment at any time after consultation with the holder of the post.