

GROVE ACADEMY



JOB DESCRIPTION

POST TITLE: Principal's PA	SALARY: Level 5 SCP 13 – £23,576
CONTRACT TYPE: Full-time	RESPONSIBLE TO: Principal

JOB PURPOSE

- To ensure that the Principal is fully supported in all aspects of their work including confidential matters.
- To advise on compliance with legislation and guidance e.g. DfE, Data Protection. Freedom of Information Act, School Governance.
- To support and encourage the school's ethos and it's objectives, policies and procedures.

GENERAL ADMINISTRATIVE

- Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors and other professionals.
- Promote the visions and values of the school with all stakeholders including students, staff, parents, governors and the local and wider community.
- Provide a confidential, effective and efficient general administrative service to the Principal and the Senior Leadership Team.
- Provide direct support in the handling and management of email and written correspondence.
- Be responsible for confidential typing and related administrative tasks.
- Maintain school record systems including collation and filing of reports, correspondence and other documents, photocopying and general office duties.
- Open, sort and distribute the Principals mail including electronic mail, advising on any urgent matters and downloading relevant documents.
- Oversee and be responsible for the circulation of the Principals incoming mail and outgoing post including Governors mailings and take appropriate action as necessary.
- Support the Principal in providing information for the governing body and its committees as appropriate and when required.
- Answer telephones in a professional manner and take and deliver messages.
- Take responsibility for maintaining the Principals' diary including booking appointments, acting as the 'gatekeeper', receiving visitors and providing preparatory support.
- Support the Principal through effective prioritising including recognition and immediate processing of any urgent matters.
- Arrange and attend meetings, produce agendas, provide refreshments, take notes and produce minutes with action points.
- Support the Principal by undertaking research, information retrieval and data gathering as required.
- Respond to, manage and ensure timely resolution to complaints and queries from parents or the community.
- Maintain a file of all school policies and advise the Principal when they are due for review and/or are to be updated.
- Liaise with the Office Manager to ensure the school calendar is updated.
- Regularly update information on the school's database including academic information and changes to personal information.
- To co-ordinate in the collection, entry and extraction of data required to complete statutory returns and assist with transferring data safely when appropriate.
- Develop and maintain a detailed knowledge of Academy and Trust policies.

STUDENT WELFARE

- To be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person in order to maintain a safe and secure learning environment for pupils.

- Maintain an environment which feels safe and enables students to report any concerns or complaints.

LIAISON

- Proactively promote the school values fostering an atmosphere of respect, recognition and mutual support in the school.
- Liaise with outside agencies, Local authority & Ofsted.
- Liaise with parents and the community.

EVENTS

- Support the Principal and Leadership Team with the organisation of professional development days.
- Support the Principal in the management and staging of Academy-wide events.
- Ensure meetings are organised efficiently.

PERSONNEL

- Support the Principal by providing administrative support for the staff recruitment process, including managing the job@ email address, communicating with candidates, arranging interviews and advertising vacancies.
- Completion of all new starter paperwork, issuing contracts and all other documents relating to staff contracts and matters of employment.
- Ensure the appropriate child protection clearance for new staff is received, the rechecking of established staff as per the Trust policy and the maintenance of the school's Single Central Register of staff.
- Responsible for the maintenance and updating the school's confidential personnel database.
- Complete and submit timesheets for staff and supply teachers, monitor staff absence ensuring the appropriate return to work forms are completed and the monthly absence return is submitted.
- Be aware of maternity/paternity legislation pertaining to staff and ensure all required returns to submitted to payroll.
- Maintain sickness and annual leave records on all staff, ensuring staff complete the relevant paperwork and school's absence procedures as appropriate

MARKETING

- Ensure regular communications between school and parents are forthcoming and informative as directed by the Principal.
- Assist with preparation for school events such as parents' evenings and open days.
- Maintain oversight of the school website and work with the relevant parties to ensure that information is updated in a timely manner.

INTERNAL COMMUNICATION

- Daily meeting with Principal to agree priorities for the day.
- Email notes from weekly staff meeting to all staff.
- Take minutes and prepare agendas for SLT meetings.

Other

- Provide cover for absent colleagues.
- Be committed to learn new skills and CPD.
- Attend school events as required.
- Participate in school emergencies as required, including co-ordinating arrangements, locating students and relevant staff, providing contact details and completing necessary documentation.
- Attend training sessions and meetings as required.
- Perform any other reasonable duties.