**POST TITLE:**  PA to Principal

**LOCATION/BASED: Great Park Academy**

**GRADE:**  N5

**RESPONSIBLE TO:** The Principal

**RESPONSIBLE FOR:** Support Staff as allocated

**CORE PURPOSE:** To work as part of the administrative team, support the Academy in attaining its aims and objectives by providing secretarial support to the leadership team.

**MAIN DUTIES & KEY RESPONSIBILITIES**

**Main Duties:** The following is typical of the duties the post holder will be expected to carry out. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Provide timely and effective secretarial and administrative support to the Principal (and other members of the Leadership Team) in accordance with good secretarial practice.
2. Ensure the effective operation of the Principal’s personal office to ensure the efficient discharge of functions to Trustees and Academy Advisors, teachers and parents including hospitality arrangements and management of the Principal’s diary.
3. Assist the Federated Academies by maintain good relationships with staff, parents, Trustees, Academy Advisors, contractors’ representatives and external agencies in order to promote the objectives of the school.
4. Generate correspondence and reports of a routine nature. Completion of forms and returns required by the Dof E and other external agencies.
5. Reception and dealing with Principal’s mail and visitors.
6. Assist in the preparation of school documentation and material for publication.
7. Act as Clerk to the LAG Committees and provide timely and effective secretarial and administrative support to the Trustees and AA Members I according with good secretarial practice.
8. Developing and maintaining good practice in relation to the provision of an efficient and effective service within the reception areas and other administration offices.
9. Encouraging their personal and professional development, appraisal, keeping them informed of developments within the school that may reflect upon their working situation.
10. Being responsible for keeping the Principal informed of needs and concerns relevant to the work of the Administrative Staff.
11. Preparation of administrative calendar
12. Overseeing the admin team workload including support to Pastoral staff.
13. Oversight of stationery supplies for admin

**GENERAL RESPONSIBILITIES**

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
8. Carry out duties in line with the Trust’s Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

**OTHER**

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It’s important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

**PERSON SPECIFICATION**

**POST TITLE: PA to Principal**

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| --- | --- | --- |
| **SKILLS, KNOWLEDGE AND APTITUDES** | **ESSENTIAL** | **DESIRABLE** |
| Excellent interpersonal and communication skills | ✓ |  |
| Excellent ICT and keyboard skills including the use of Microsoft applications (specifically Word and Excel) | ✓ |  |
| Ability to work to deadlines, prioritize and deal with the varying workload | ✓ |  |
| Discrete with the ability to maintain confidentiality | ✓ |  |
| Ability to meet challenges through the use of personal initiative and determination | √ |  |
| Able to work on own initiative and as part of a team | √ |  |
| Working knowledge of relevant policies and awareness of relevant legislation including those relating to safeguarding | √ |  |
|  |  |  |
| **QUALIFICATIONS AND TRAINING**  | **ESSENTIAL** | **DESIRABLE** |
| Good general education | ✓ |  |
| Excellent telephone manner | ✓ |  |
| First class customer care skills | ✓ |  |
|  |  |  |
| **EXPERIENCE** | **ESSENTIAL** | **DESIRABLE** |
| Experience of using a computer information management system | ✓ |  |
| Experience of carrying out a professional administration service | ✓ |  |
| Ability to prioritise workload | ✓ |  |
| Highly developed interpersonal skills | ✓ |  |
| Experience of Supervising staff |  | ✓ |
| Experience of using SIMS |  | ✓ |
| Experience of working in a school or educational environment |  | ✓ |
|  |  |  |
| **PERSONAL QUALITIES** | **ESSENTIAL** | **DESIRABLE** |
| No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post. | ✓ |  |
| Ability to deal confidently with a wide range of people to get the best out of them. | ✓ |  |
| Ability to relate well to colleagues, staff and students | ✓ |  |
| Team player with initiative and flexibility | ✓ |  |
| Ability to form and maintain appropriate relationships and personal boundaries with students | √ |  |
| Ability to demonstrate a conscientious and flexible approach |  | √ |
| Interest in, an d commitment to the whole school as a community |  | √ |
| Commitment to support Gosforth Group’s agenda for safeguarding and equality and diversity | ✓ |  |
| Sympathetic to and supportive of the Multi-Academy Trust model and ethos of the Gosforth Group | ✓ |  |
| A commitment to child protection and safeguarding. | ✓ |  |
| **SPECIAL REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** |
| Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role. | ✓ |  |
| Willingness to undertake further training (if necessary) | ✓ |  |
| Satisfactory Enhanced DBS clearance with a Childrens Barred List check. | ✓ |  |
| Medical clearance. | ✓ |  |
| Minimum of 2 references which are satisfactory to the Trust. | ✓ |  |
| Evidence of qualification certificates. | ✓ |  |
| Evidence of Right to work in the UK. | ✓ |  |
| Full UK driving license and access to a car during working hours. |  | ✓ |

***The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.  The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.***