

## Job Description

<b>Post title</b>	PA to the Principal
<b>Salary</b>	Band 3
<b>Responsible to</b>	The Principal
<b>Responsible for</b>	Supervision of administration staff/apprentices as required.
<b>Role purpose</b>	To provide a comprehensive, confidential, high level support service for the Principal. To be the main contact between the Principal and all enquiries both internally and externally.
<b>Relevant qualifications</b>	<p>At least two years of experience in a similar role.</p> <p>NVQ Level 3 or equivalent in relevant field (Business Administration, Secretarial, Word Processing, Administration)</p> <p>Numeracy and literacy skills equivalent to GCSE grade C in English and Maths (or equivalent).</p>

**The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning Trust and academy policies and procedures, and within the legislative framework applicable to academies.**

## Role Summary

The post-holder will act as a first point of contact for the Principal for people both within and outside the academy and provide executive support to the Principal in managing and organising the day-to-day running of the academy.

## Key Responsibilities

This list is not intended to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

### Job Purpose

- Scheduling business for the Principal and managing their diary to maximise the use of time against known priorities, scheduling appointments and travel arrangements, etc.

- Providing daily briefings with associated papers of tasks requiring action; maintaining a regular and timely flow of information and a bring forward system.
- To coordinate the arrangements for visits by guests and other visitors, including making arrangements in respect of hospitality and travel and ensuring the Principal is fully briefed with relevant information.
- To contribute to the smooth running of the academy, undertaking such administrative tasks as required under the direction of the Principal.
- To provide an administrative service for committees, as required. This will include the preparation of agendas, taking minutes at the meetings, ensuring actions are recorded, providing follow-up for actions and reporting on progress against actions.
- To maintain full familiarity with the academy's administrative and academic structures and to ensure that processes and procedures are regularly reviewed, taking responsibility for the strategic development of administrative resources.
- To maintain close liaison with senior staff.
- To organise and facilitate meetings and special events; scheduling and coordinating dates and times, venues, attendance, agendas, and facilities.
- To apply the Equality and Diversity Policy in their own area of responsibility and in their general conduct.

## **Requirements**

- At least two years of experience directly related to the duties and responsibilities specified.
- Computer literacy and proficiency in Microsoft Office.
- Attention to detail is a must as well as strong organisational skills.
- Knowledge of planning and scheduling techniques.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of stakeholders in a diverse community.
- Database management skills.
- Skill in organising resources and establishing priorities.
- Excellent Word processing and/or data entry skills.
- Ability to create, compose, and edit written materials.
- Ability to coordinate and organise meetings and/or special events.

- Knowledge of academic administrative principles and procedures (desirable).
- An ability to manage confidential and sensitive information in an appropriate manner.

## General

- Develop excellent working relationships with colleagues internally, centrally and externally.
- Be an effective and flexible member of the team.
- Ensure any documentation produced is to a high standard and is in line with the in-house style.
- Participate in training and other learning activities as required.
- Participate in the Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To represent the academies at events as appropriate.
- To support and promote academy and United Learning's ethos, playing a part in strengthening relationships between academies and with central office.
- To be aware of, and comply with, United Learning's policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To actively participate in continuous professional development and act as a positive role model across the academies and Trust.
- The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal and Human Resources.
- This job description will be kept under review and may be amended via consultation with the individual, Principal and Human Resources as required. Trade Union representatives will be welcome in any such discussions.

## Information

This post may require the post-holder to have a degree of flexibility and willingness to work outside of normal working hours.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore, been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post-holder.

Elements of this job description and changes to it may be negotiated at the request of either the post-holder or the incumbent of the post.

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I accept my job description and job title as detailed above.

<b>Name (print)</b>	
<b>Sign</b>	
<b>Date</b>	