



Academies Trust

Principal's Personal Assistant

Salary/Grade Range:	Grade H (SCP 12 to 22, £27,711 - £32,654) Actual salary, £25,313 - £29,828
Location:	Co-op Academy Swinton
Reports to:	Principal
Responsible for:	Marketing and Reprographics Manager
Contract:	Permanent
Hours of duty:	36 hours per week, Term-time + 5 Inset days + 10 days Unpaid lunch break of 35 mins each day during the school lunchtime Monday - Tuesday 8am - 3.45pm, Wednesday 8am - 4pm, Thursday 8am - 3:45pm & Friday 8am - 3:40pm

Purpose of Role:

- To provide effective and efficient administrative support primarily to the Principal.
- Responsible for ensuring that the Principal is fully supported in all aspects of their work including confidential matters.
- To ensure that you present a professional image to all our customers.

Key Accountabilities (and specific duties/responsibilities):

Main Duties and Responsibilities/Accountabilities:

- To provide day-to-day efficient administrative support to the Principal and the HR Advisor (when required) in a discreet and highly confidential professional manner.
- To take the lead in the administration of permanent exclusion (PEX) cases including preparing PEX packs and the data, tracking and analysis of PEX cases.
- To take the lead in the administration of suspension cases including preparing suspension packs and the data, tracking and analysis of suspension cases.
- Communicate with Local Authority services regarding PEX and Suspension cases.
- Take the lead in the administration of off site directions.

- To communicate all suspensions and PEX cases with parents and arrange and book reintegration meetings
- Line manage the Marketing and Reprographics Manager ensuring they are performing effectively in their role and managing any issues or concerns around performance and/or attendance.
- To complete the Week Ahead bulletin each week by the close of play Friday. This will inform staff of the upcoming events of the week and priorities.
- To be responsible for analysing teaching staff and support staff surveys in order to support leadership and management.
- To be responsible for producing the weekly staff bulletin, ensuring that meetings and staff out are accurate and assembly, detention and first aid rotas are up-to-date.
- To gain an extensive knowledge of the organisation's set-up and who the key personnel are, and to have a thorough knowledge of the aims and objectives of the academy and to ensure that these are regularly communicated to staff.
- To arrange meetings and events as required for the Principal and Vice Principal
- To organise venues, resources and refreshments.
- To take minutes as and when required and to ensure that agendas and minutes/notes are kept and made available to participants in a timely manner.
- To accompany the Principal to a variety of meetings as required, to provide administrative support.
- To make travel arrangements on behalf of the Principal.
- To be the first point of contact for all emails, letters and telephone calls made to the Principal.
- To deal effectively and courteously with all visitors to the academy.
- To provide administration support regarding recruitment and selection as directed by the Principal and HR Advisor.
- To provide calendar management, coordinate the Principal's diary ensuring that time is allocated efficiently.
- To undertake all aspects of the Principal's administrative requirements such as drafting/typing letters, reports, minutes etc. to the highest standards ensuring accuracy.
- To devise presentations and to assist with the administrative delivery of such presentations.
- To maintain google drives using google docs.
- To maintain and update the Principal's filing and email system.

- To answer routine enquiries made to the Principal and to deal with them effectively, in the first instance wherever possible.
- To take detailed and accurate telephone messages.
- To Liaise regularly with the Office Manager and HR Advisor to ensure good communication.
- To liaise with the Chair of Governors and other members of the governing body as appropriate.
- To support members of the Senior Leadership Team and Deputy Headteachers when appropriate and to coordinate when necessary between the Principal and SLT.
- To liaise with the press and media as advised by the Principal.
- To work on your own initiative and with minimum supervision.
- To manage your own workload on a daily basis and to meet priorities, deadlines etc.
- To deal with enquiries from staff, parents and other agencies in a professional and efficient manner.
- To provide administrative support as directed and when required by the Office Manager to the general school office and undertake duties such as pastoral reception, general typing, dealing with telephone calls and visitors to the office.
- To undertake first aid duties as required.
- To undertake exam invigilation as required.

General Tasks:

- Be aware of and comply with all Co-op Academies Trust policies and procedures.
- To model our Ways of Being Co-op: Do what matters most; show you care; Be yourself always; succeed together.
- Establish effective relationships and communicate with other staff to support achievement and progress of students.
- Set a good example to students and other staff in presentation and personal conduct.
- Share expertise and skills with others; participate in training and other learning activities and appraisal as required.
- Be aware of and support difference and ensure equal opportunities for all.
- Safeguard and promote the welfare of all students.

Health & Safety Responsibilities:

All employees have the responsibility:

- To comply with safety rules and procedures laid down in their area of activity.
- To take reasonable care of their own health and safety and hence avoid injury to themselves

and to others by act or omission whilst at work.

- To use protective clothing or equipment as may be provided.
- To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- To cooperate with the Principal in the fulfilment of the objectives of the Academy's Health and Safety policies

This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake any other reasonable duties commensurate with the level of responsibility/salary of this post.

Personal Attributes Required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
<p>Qualifications</p> <ul style="list-style-type: none"> ● Competent numeracy and literacy skills both spoken and written ● GCSE Grade C or above in Maths & English or relevant experience 		(A)
<p>Experience</p> <ul style="list-style-type: none"> ● Previous experience of working in a busy administrative/office environment ● Experience of dealing with the public and other agencies in a professional and confidential manner ● Experience of processing, recording, storing and retrieving data and information using computerised and manual systems ● Experience of managing conflicting priorities. ● Evidence of team working ● A customer focussed service ● Be an excellent role model to all 		(A) (I)
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> ● Able to maintain confidentiality ● Able to work accurately and with attention to detail ● Able to work in a fast paced and pressured environment ● Able to deal effectively and appropriately with people at all levels ● Able to manage own workload, ensuring deadlines are met 		(A) (I)

<ul style="list-style-type: none"> ● Able to identify potential difficulties / issues, analyse them and make recommendations ● Excellent use of ICT such as Word, Excel, google ● Demonstrate practical knowledge and problem-solving strategies ● Excellent communication skills both written and verbal ● To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Trust's policies. ● Ability to be flexible and adaptable and have a can do attitude ● Knowledge/experience of Arbor (management information system). ● Able to prioritise tasks effectively ● Ability to work using own initiative and work with minimum supervision 		
<p>Personal Qualities</p> <ul style="list-style-type: none"> ● Enjoy working with children ● An interest in working in a school environment ● The ability to build good relationships with children and adults ● Patience and a sense of humour ● Flexibility and creativity ● Good organisational skills ● Resilient 		(A) (I)

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.