



Job Description

Job Title: PA to COO

Reporting to: Chief Operating Officer

Grade: Scale 5

Responsible for: NA

To provide efficient and effective support to the Chief Operating Officer in all aspects of their role.

Main Duties and Responsibilities

- Manage the diary of and provide email support to the COO as required;
- Provide confidential administrative support to both the COO
- Arrange and minute confidential meetings for the COO as required;
- Effectively liaise with other colleagues across the trust
- Establish clear communication strategies across your network;
- Maintaining relevant filing systems, both manual and email;
- Provide support with regard to COO led meetings, making all necessary arrangements for these, and other, similar events;
- Provide support if necessary to one of the Executive Team or Board of Directors if required;

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the trust's policies and procedures;
- Ensure that data, particularly confidential data is held and managed in line with the Data Protection Policy and relevant Information Security policies
- Respect confidential issues linked to home/students/teacher/academy work;
- Travel to other academies when necessary to fulfil the requirements of the post;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;

- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the trust's policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.