

Job Title: PA to Principal/Office Manager

Reporting to: Business Manager

Grade: Band 8

Responsible for: Receptionist, Admin and Reprographics Assistant

Overall purpose of the post:

To provide efficient and effective support to the Principal in all aspects of their role.

To manage the administrative functions in the academy.

Main Duties and Responsibilities:

- Assisting with the implementation and monitoring of Performance Management.
- Management of academy support staff as and when required to ensure work for the Principal is completed.
- Confidential typing for the Principal and Vice Principals.
- Preparation of reports for the Local Academy Council and taking minutes at LAC meetings.
- Management of the administration of exclusion letters, relevant documentation and arranging student discipline meetings.
- Liaison with the Local Academy Council and Group Directors on appropriate matters.
- Vetting of incoming calls for the Principal.
- Receipt, prioritisation and forwarding of the Principal's incoming mail.
- Maintaining relevant filing systems.
- Liaising with staff on the production of the information packs for academy events.
- Overseeing the input and monitoring holiday requests data for admin and ICT staff.
- Preparation of Termly Events Calendar.
- Line management of the academy's Administrative function, including performance and operational management.
- Providing administrative support to SLT meetings and Executive Management meetings, as well as being an active participant in the meetings.
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation.
- Willingness to undertake First Aid duties.

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

Special Features

- 37 hours per week, term time only plus 10 days

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.