



# Job Description

**Job Title:** PA to Principal

**Reporting to:** Business Manager

**Grade:** 5, SCP 22 to 25

**Responsible for:** Receptionist, administration staff

## **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**

- Vetting of incoming calls for the Principal;
- Receipt, prioritisation and forwarding of the Principal's incoming communications;
- Management of the Principal's diary;
- Confidential admin support for the Principal and Vice Principals;
- Management of academy support staff as and when required to ensure work for the Principal is completed;
- Preparation of reports for the Academy Council and taking minutes at Academy Council meetings and supporting the Chair with Academy Council administration;
- Management of the administration of exclusions, relevant documentation and arranging and clerking behaviour committee meetings and appeals;
- Liaison with the Academy Council and Group Directors on appropriate matters;
- Maintaining relevant filing systems;
- Liaising with staff on production of any academy communications and information packs for academy events including quality assure where necessary;
- Overseeing the input and monitoring holiday requests data for admin and ICT staff;
- Preparation of Termly Events Calendar;
- Providing administrative support to academy meetings, as well as being an active participant in the meetings;
- Administer elements of the academy website as required.

## **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work;
- 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 academy 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.