

## Job Description

**Job Title:** Personal Assistant to Principal/Office Manager

**Establishment:** Outwood Academy Bishopsgarth

**Reporting to:** Business Manager

**Salary:** Grade H (SCP 23 – 25) Whole time salary: £21,693 – 23,111

**Contract:** Permanent, 37 hours per week, term time only plus 10 days

### Overall purpose of the post:

- To provide efficient and effective support to the Principal in all aspects of their role
- Act as a member of the Academy's Senior Leadership Team

### Main duties and responsibilities:

1. Assisting with the implementing and monitoring of Performance Management
2. Matrix management of all school support staff as and when required to ensure work for the Principal is completed
3. Confidential typing for the Principal and Vice Principals
4. Preparation of reports for the Local Academy Council
5. Clerking meetings including Local Academy Council meetings
6. Management of the Administration of exclusion letters, relevant documentation and arranging student discipline meetings
7. Liaison with the Local Academy Council and Group Directors on appropriate matters
8. Vetting of incoming calls for the Principal
9. Receipt, prioritisation and forwarding of the Principal's incoming mail
10. Maintaining relevant filing systems
11. Liaising with staff on the production of the information packs for School events
12. Overseeing the input and monitoring holiday requests data for admin and ICT staff
13. Preparation of Termly Events Calendar
14. Line management of the School's Administrative function, including performance and operational management
15. Providing administrative support to SLT meetings and Executive Management meetings, as well as being an active participant in the meetings
16. Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
17. Respecting confidential issues linked to home/students/teacher/Academy work
18. To comply with School safeguarding procedures at all times and liaising with the Safeguarding Co-ordinator over any safeguarding concerns
19. To comply with the academy's policies and procedures at all times
20. To act as Fire Warden and/or First Aider at the request of the Principal
21. 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 and external agency professionals.

**Internal:** Students, staff, Governors, parents and any other visitors to the School.

## **Safeguarding:**

- The Academy is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification
- All post in a school are deemed to have a high degree of contact with children and are, therefore, exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the pre-employment checking process

This job description may be subject to change, following consultation between the post holder and the School.