

Job Title: PA to Principal/Office Manager

Reporting to: Business Manager

Grade: 7

Responsible for: Receptionist, Administration and Reprographics

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 AC meetings and supporting the chair with AC administration;
- 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;
- Maintaining relevant filing systems;
- Liaising with staff on the production of any academy communications and information packs for academy events, including quality assure when 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.