

Job Description

Job Title: Personal Assistant to the Principal/Office Manager

Reporting to: Principal

Grade: 5

Responsible for: Reception and Administration

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 and relevant documentation;
- Organising and clerking student discipline meetings; ensuring timescales are met and drafting appropriate correspondence on behalf of the Governors;
- Liaison with the Academy Council, Trust Executive Team and 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;
- 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

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work

- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were 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.