

Job Description & Person Specification

JOB TITLE	Personal Assistant to the Principal - Winsford Academy				
RESPONSIBLE TO	Principal				
SUPERVISES	N/A				
GRADE	6	HOURS	37	WEEKS	40

JOB PURPOSE

The PA to the Headteacher is responsible for:

- Providing comprehensive administrative and organisational support to the Principal, ensuring the smooth and efficient operation of the school's leadership team acting with initiative and judgement to undertake delegated tasks.
- The PA will act as a key point of contact between the Principal, staff, governors, parents, and external stakeholders.

MAIN RESPONSIBILITIES

1	Diary Management & Meeting Support
	<ul style="list-style-type: none"> • Maintaining the Principal's appointment diary ensuring there are no clashes and taking the initiative to rearrange appointments as necessary. • Maintaining an overview of other academy leaders' diaries to enable appropriate co- ordination • Ensuring that internal and external invitees receive timely notice of meetings with the Principal • Distributing any papers for meetings with the Principal in advance as required • Booking rooms and refreshments for meetings with the Principal as required • Attending meetings involving the Principal (including meetings of SLT) as required, taking accurate notes and creating and circulating minutes and/or action logs as required. • Diarising any meetings which the Principal needs to attend offsite are diarised with sufficient travel time • Providing the Principal with any necessary papers for meetings offsite • Making any necessary travel arrangements for offsite meetings and communicating dietary requirements as required

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2	Communication
	<ul style="list-style-type: none"> • Managing incoming emails dealing with them promptly on own initiative if possible • Where necessary referring emails on to appropriate academy leaders for action and sending courtesy replies informing senders of who will be dealing with the matter(s) raised • Flagging any emails requiring response or action from the Principal and providing any necessary support in implementing actions including drafting replies as required • Screening phone calls, handling them as appropriate and ensuring that callers are kept informed of the actions taken in response to their call • Opening incoming postal correspondence for the Principal, referring post to appropriate academy leaders for action as necessary • Identifying any post requiring response or action from the Principal and providing any necessary support in implementing actions including drafting replies as required • Supporting parents and others to access and follow the complaints policy and procedure, issuing holding responses and liaising with relevant academy leaders as appropriate, with direction from the Principal. • Draft straight forward communications for approval and circulate agreed communications on behalf of the Headteacher • Manage the preparation, sign off and distribution of newsletters and other regular school communications
3	Hospitality
	<ul style="list-style-type: none"> • Meeting and greeting visitors on behalf of the Principal • Providing visitors with refreshments as necessary • Providing visitors with administrative support as necessary • Maintaining an overview of all visitors to the Academy to ensure availability of meeting spaces
4	Student discipline
	<ul style="list-style-type: none"> • Co-ordinate admission and exclusion appeals/hearings • Under the supervision of senior leaders, prepare confidential and time sensitive documentation, for example relating to exclusions and suspensions (training will be provided) • In line with statutory guidance, informing in writing the parents of students who have been suspended from school of the details of their suspension • In line with statutory guidance, informing in writing the parents of students who

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	<ul style="list-style-type: none"> have been permanently excluded from school of the details of their exclusion informing the local authority of suspensions and permanent exclusions as required by statutory guidance making all the necessary arrangements for governors disciplinary committees to conduct reviews of suspensions and permanent exclusions as required by the statutory guidance.
5	General Administration
	<ul style="list-style-type: none"> Maintaining accurate electronic filing systems Retrieving information from these systems as required by the Principal Placing purchase orders on behalf of the Principal Working with the Principal to maintain a professional working environment Undertaking any other tasks at the direction of the Principal which fulfil the core purpose of the role and commensurate with the grade Support the co-ordination of school policies and procedures; maintaining records on the Governance Platform (currently GVO), drafting basic updates and carrying out relevant formatting Manage administrative tasks related to school inspections, audits, and governance.
6	General Responsibilities (all staff):
	<ul style="list-style-type: none"> Be committed to the safeguarding and promotion of the welfare of children and young people Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person Take appropriate action to identify and minimise any risks to health, safety and security in the school working environment Contribute to the overall ethos/work/aims of the school Establish constructive relationships and communication with all staff and other agencies/professionals Recognise own strengths and areas of expertise and use these to advise and support others Participate in training and other learning activities and performance development as required
<p>Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal.</p>	

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> GCSE or equivalent passes in Maths and English at Grade C/5 or above Education to A level or equivalent Education to degree level (desirable)
Experience	<ul style="list-style-type: none"> Successful experience as a PA or in a related role Successful experience in a school environment (desirable)
Knowledge	<ul style="list-style-type: none"> Good working knowledge of data protection and GDPR Good understanding of the importance of safeguarding in schools
Skills	<ul style="list-style-type: none"> Excellent oral and written communication skills Excellent customer service skills The interpersonal skills to work with a wide range of stakeholders including staff, parents, students, governors and other professionals. Exceptional organisational skills IT competence (and confidence) over a wide range of applications (MS office) A competent user of management information systems
Personal qualities	<ul style="list-style-type: none"> A commitment to the educational aims of the Academy and the wellbeing of its students The ability to thrive in a friendly but very busy and sometimes unpredictable environment The ability to manage competing priorities and achieve focus in order to meet deadlines A positive outlook and a capacity for solving problems Willingness to take the initiative and make decisions The flexibility and adaptability to cope with change A commitment to professional development and a willingness to undertake any necessary training

Notes: This job description may be amended at any time in consultation with the postholder.

Add any other notes of relevance to the role/this document.

Last review date: [date when this document was last reviewed]

Next review date: [date when this document will next be reviewed]

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Headteacher/line manager's signature: _____