



## Job Description - PA to the Academy Principal

<b>Grade:</b>	Grade 9 SCP 26-29	<b>Staff responsibility:</b>	No	<b>Essential Car user:</b>	No
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The post holder will play an important role in supporting the Academy Principal. This involves prioritising the Principal's workload to meet the conflicting and demanding needs of all key stakeholders and external agencies. The post holder needs to understand the nature of the Principal's role and devise, maintain and monitor the appropriate administrative systems to enable them to fulfil their responsibilities efficiently and effectively.

The post holder is required to ensure that stakeholders receive the best possible service and response, representing the Principal in all aspects of their work. They will hold the confidence of the Principal and will work with the utmost trust and sensitivity, handling sometimes complex and difficult situations.

The post holder will support the functions of the Academy Council and HR administration within the school.

### Accountabilities/Responsibilities – appropriate for this post:

#### Key duties – Personal Assistant:

- Manage the access of staff, students, parents and visitors to the Principal.
- Plan and maintain the Academy Principal's and whole school diaries.
- Administer and maintain the whole school calendar.
- Plan and organise meetings for the Principal and Senior Leadership Team (SLT), including preparation of the agenda and supporting information, booking rooms and providing refreshments.
- Be proactive in answering correspondence and making phone calls on behalf of the Principal.
- Ensure that the Principal is prepared with the necessary paperwork for any event sufficiently in advance.
- Manage all post for the Principal ensuring it is dealt with in an appropriate manner.
- Manage all communication for the Principal.
- Produce a variety of documents from dictated, handwritten or typed drafts using the appropriate software: MS Word; Excel, Publisher or PowerPoint.
- Produce any highly confidential documents required by the Senior Leadership Team.
- Produce weekly bulletins for staff.
- Support the Senior Leadership Team in arranging key events, such as, Staff Training Days, Open Evening, Awards Evening, New Parents' Evening, Admission Evenings and Progress Evenings. Attending such key events in order to support the Principal.
- Support the Principal/SLT with the exam results sessions in August each year.
- Take minutes at meetings when required by the Principal, including all full Staff Meetings, SLT Meetings and meetings with parent and pupil groups.
- Co-ordination of the schools complaint's procedures

#### Key duties - Clerk to Academy Council:

- Responsible for ensuring that the Academy Council and its committees are mindful of their duties and responsibilities and comply with relevant legislation and regulations and operate under the delegated powers of the Shaw Education Trust.
- Manage the administrative support for the proper conduct of meetings of the Academy Council committees, and ensure that correct procedures are followed.
- Timetabling of meetings of the Academy Council committees, calling meetings on proper written notice and distributing agendas and supporting papers. Formulating, with the Chairman and the Principal as applicable, the agendas, ensuring statutory and standard items are included on the agenda at the relevant meeting.
- Organise room bookings and hospitality for such meetings.
- Ensure members are well prepared by producing, in advance, supporting briefing papers, background information, reports and presentations etc.

- Distribute paperwork as appropriate to committee members, Shaw Education Trust and Bury LA where appropriate.
- Attend all meetings of the Academy Council committees, and take accurate minutes of meetings, to reflect clearly the discussions and decisions taken.
- Maintain records including the files of signed minutes, records of all Academy Council meetings, current terms of reference, and other relevant documentation including registers of members and business interests.
- Liaise with the Business Manager over maintaining a file of approved policies with a schedule of policy review dates. Work with members of the leadership team to ensure policies are up to date with current legislation.
- Ensure Schools' Admissions Code and Schools' Admission Appeals Code is reviewed annually.
- Ensure that all appointments to the Academy Council committees are validly made, including; checking the eligibility of current and prospective members.
- Deal with correspondence on behalf of the Academy Council.

### **Key Duties - Admissions and Exclusions:**

- Liaise with the Local Authority admissions team and the Principal regarding applications for school places to Year 7.
- Produce and issue letters to all new Year 7 pupils and their parents confirming their place at the school.
- Undertake the administration of Primary Liaison events, meetings and communications.
- Offer advice to parents on the admission process and supporting them with their application if required.
- Prepare information required for the Admissions Appeals process and support the Principal with documentation for the presentation of each case.
- Produce paperwork in relation to student exclusions and ensure the exclusion process complies with the schools policy.
- Deal with all parental communication in relation to fixed and permanent pupil exclusions ensure the schools policy is adhered to in all instances.
- Deal with the administration of all in-year admissions.

### **Staff Recruitment and Selection**

- Prepare notices and advertisements for staff recruitment
- Schedule and organise interviews and issue relevant correspondence to interviewers and interviewees
- Conduct reference checks on short-listed candidates
- Ensure pre-employment checks are undertaken including DBS and right to work in the work
- Ensure employment related documentation is processed in-line with requirements
- To ensure staff contracts are issued in a timely manner

### **Support for HR related procedures**

- Prepare references on behalf of the Academy Principal
- Ensure that SIMS and the schools sickness management records are updated on a daily basis.
- Administer paperwork and undertake Return to Work Interviews in a timely manner.
- Liaise with the Business Manager for staff causing concern and/or triggering formal absence monitoring procedures
- Support the process of any formal action or procedure under the school absence management procedures.
- To support the administration of all HR related policies including, but limited to, disciplinary, capability and attendance management issues.
  - Provide all necessary information to senior staff to support issues that may arise.
  - Produce all letters to be issued to staff
  - Arrange meetings in relation to the above
  - Minute all meetings held under such procedure ensuring minutes are distributed in a timely manner
- Undertake annual data collection for all employees
- Complete the annual workforce census
- Act as the first point of contact for all HR related queries
- Responsible for collating staff appraisal paperwork, ensuring steps are taken to ensure completeness.
- Extract all training needs to assist SLT with decision making on staff continuing professional development.
- Collate information in relation to progress on staff appraisal targets.
- Ensure that DBS records are all up to date and accurate.
- Maintain the schools single central record on behalf of the Principal.
- Support the Principal and School Business Manager with the production of the staff handbook.
- Ensure that all staff hold a copy of the relevant up to date HR related policies.
- Ensure that staff have a signed Job Description.
- Ensure that staff have a signed Contract of Employment.
- Ensure that all staff training is recorded on SIMS.

- Continually look to improve the service delivery.
- Work with the school's Cover Manager to ensure absences are recorded and monitored offering advice in relation to DBS checks of cover staff.

The post holder may also be required to:

- Support the school general administration function.
- Undertake any other duties commensurate with the grade.

<b>Contract Details</b>	37 Hours / week with an unpaid lunch break of 30 minutes		
<b>Conditions</b>	Term-time plus one week		
<b>Hours of Duty</b>	Monday	08.15	to 16.15
	Tuesday	08.15	to 17.15
	Wednesday	08.15	to 16.15
	Thursday	08.15	to 16.15
	Friday	08.15	to 16.00
	<i>The Post Holder will be required to attend the SLT meeting after school one each week. Currently this is held on a Tuesday but is subject to change. The post holder will be required to undertake work outside of normal school hours on occasion with due notice.</i>		
<b>Job Description prepared by:</b>	Mrs H Cusick Business Manager	Date: June 2018	
<b>Job description and terms agreed</b>	Signature of employee:	Date:	
	Signed employer representative:	Date:	

**The above form** sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

#### Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work. The school is committed to the ongoing professional development of all its employees.

#### Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

#### Safeguarding

Castlebrook High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As an employee of Shaw Education Trust you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.