

JOB DESCRIPTION

Job Title:	Personal Assistant to the Principal
Academy:	UTC Leeds
Scale:	25 – 29 (£35,235 - £38,626 per annum)
Actual salary:	£31,183 - £34,184 per annum
Hours:	37 hours per week, Term Time Only plus 10 days
Responsible to:	Principal
Responsible for:	Administrative and Reception Team

Purpose of the job:

To provide a comprehensive and efficient administrative support to the Principal. To be the first line of contact to all stakeholders, operating to the highest of professional standards. To line manage administrative officers within the academy.

Duties and Responsibilities

- To ensure the efficient and effective running of the Principal's, daily business, supporting other members of the Leadership Team (LT) as deemed necessary
- To assist with the diary management for the Principal, ensuring efficiency of time around teaching commitments, line management meetings and external organisation meetings
- To support internal and external meetings; arranging venues, inviting attendees, collating agendas and other papers. Providing necessary hospitality as required.
- To produce minutes, or other outputs, from meetings and distribute as directed
- To deal with telephone calls in a highly professional manner, taking messages and acting as first point of contact for callers. This will involve dealing with parents and carers, Governors, members of Resilience Multi Academy Trust (RMAT) and other contacts
- To maintain the Single Central Record (SCR) ensuring that the academy is safeguarding compliant. Ensure that the SCR is reviewed on a regular basis with training and qualifications updated as appropriate. Liaise with the Receptionist(s) to ensure that any regular visitors/volunteers to the academy have the necessary safeguarding checks in place and are recorded on the SCR. Provide the RMAT HR Team with an update centrally when requested.
- To have line management responsibility for the Administrative and Reception Team at the academy. Providing direction, support and guidance as necessary in line with their

individual responsibilities and the needs of the academy. Undertake Performance Management as required in liaison with the Principal and the Leadership Team.

- To meet deadlines in producing work, reports, submitting educational returns and dealing with sensitive pupil data
- To produce letters and other written communications to a high standard, on time and in accordance with academy policy and branding
- Maintain appropriate filing and record systems in accordance with academy policy and the principals of data protection
- To be proactive in the role of administration team member and deal with academy wide, routine, administration requirements
- Liaise with the Educational Visits Co-ordinator (EVC) for the academy, supporting the process, checking that any trips or activities meet the necessary requirements to take place. Assessing risk assessments and the Evolve IT system. Attending the required training to undertake this role.
- To support the Director of HR within the MAT in aspects of HR management by developing and improving HR systems within the RMAT. To maintain an awareness of basic HR knowledge in developing these systems.
- To monitor staff attendance, in line with academy policies and procedures, including providing information for and supporting LT in conducting absence meetings. Liaise with the payroll provider, finance and HR team as necessary.
- To support recruitment and selection processes, through the direction of the Principal in liaison with the Director of HR in, providing administrative support, interview arrangements as necessary and completing vetting checks, in line with Safer Recruitment responsibilities.
- Ensure that all staff at the academy have undertaken the necessary checks in line with Safer Recruitment including a DBS in liaison with the RMAT HR Team.
- Provide a basic induction for all new employees of the academy in conjunction with the RMAT induction programme, in liaison with RMAT HR Team.
- Distribute and maintain employees Performance Management records and arrange PM meetings under the direction of the Principal. Liaise with the RMAT HR Team as requested to provide PM records centrally.
- Maintain and record employees CPD and Training records once approved by the Principal.
- To undertake payroll processing as required to ensure that employees of the academy are paid appropriately within set deadlines, with the support of the RMAT Payroll Manager. To liaise with the Principal, the Director of HR and the Finance team within the academy on change to salaries.
- To be responsible for the quality and accuracy of all HR databases and personnel records, including inputting data and leave records.
- To produce letters and other written communications to a high standard, on time and in accordance with academy policy and branding
- To liaise with the Principal, the Director of HR and the Finance team within the academy on change to salaries
- To produce reports and other staff related data to inform the LT team, the RMAT and Governors, as appropriate.

- To support Trade Union meetings and arrangements and provide administration support to key HR meetings and activities, as required.
- Liaise with external suppliers to ensure best value in liaison with the RMA Finance Team.
- On behalf of LT; raising orders, monitoring appropriate budgets and processing travel expenses claims in accordance with financial processes in liaison with the RMA Finance Team.
- Accurate record keeping and excellent customer service
- To be proficient in the use of IT and maintain IT systems as required by the Principal and the Leadership team
- To adhere to the academy's policies and procedures with particular reference to confidentiality in light of the sensitive information which is accessed, in line of the duties of the post.

Other Specific Duties:

- To participate in professional and personal development programmes as required, including training and performance review
- To contribute to the administration team ethos through demonstrating a flexible approach to undertaking tasks and responsibilities
- To contribute to the overall ethos/work/aims of the school
- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person
- To be aware of, and comply with, health & safety; security; confidentiality and data protection policies and procedures reporting all concerns to an appropriate member of senior leadership team
- To support the School's Equality and Diversity Policy
- To appreciate and support the work of other professionals
- To undertake any other duties commensurate with the grade of the post

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Disclosure and Barring Service (DBS) check. Term time working plus 10 days (additional days to be worked in line with the needs of the academy). There may be a need to work outside of school hours and off school premises, as required by the academy. No smoking policy.

PERSON SPECIFICATION

Job Title: Personal Assistant to the Principal

Scale: 25 – 29

Resilience Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors and contractors to share this commitment.

Essential Criteria	How Identified	Desirable Criteria	How identified
SKILLS & EXPERIENCE			
Experience of working in a similar supporting role	Application form and selection process	Experience of working in a school or learning environment	Application form and selection process
Line management or supervisory experience	Application form and selection process	Experience working as a PA	Application form and selection process
Effective use of ICT systems and packages (eg. word/excel/powerpoint)	Application form and selection process	Experience in facilitating & hosting meetings and events	Application form and selection process
Exceptional organisational and time management skills.	Application form and selection process	Ability to self- evaluate learning needs and actively seek learning opportunities	Application form and selection process
Able to remain calm under pressure, work to deadlines and manage competing priorities.	Application form and selection process		
Adaptability to changing circumstances/ideas	Application form and selection process		
Make decisions based on understanding of relevant information	Application form and selection process		
Demonstrate sound judgement with the ability to present solutions.	Application form and selection process		
Ability to relate well to children and adults on all levels	Application form and selection process		
Ability to communicate and negotiate effectively to a range of audiences (internal and external) through highly developed inter-personal, written, oral and presentation skills	Application form and selection process		
Experience in taking minutes at meetings	Application form and selection process		

Experience in producing comprehensive reports Work constructively as part of a team Ability to work autonomously and under your own initiative	Application form and selection process Application form and selection process Application form and selection process		
KNOWLEDGE & UNDERSTANDING A background in administration An understanding of the principals of efficient and effective administrative support Good ICT skills and confident in use of Word, Excel and the internet Full Understanding of relevant policies/codes of practice and awareness of relevant legislation of working in an education setting	Application form and selection process Application form and selection process Application form and selection process Application form and selection process	Strategies for ensuring equal opportunities for staff, students and other stakeholders Understanding of Safeguarding and Child Protection issues. A knowledge and understanding of systems for managing educational visits	Application form and selection process Application form and selection process Application form and selection process
QUALIFICATIONS/ TRAINING A grade 'C' or above GCSE in English and Maths (or equivalent)	Application form and selection process	Business Administrative qualification	Application form and selection process
PERSONAL COMPETENCIES AND QUALITIES Professionalism Diplomatic and confident Flexible and proactive approach to meet daily demands of the role Self-motivated and ability to use initiative to ensure tasks are completed	Selection process Selection process Selection process Selection process	Determination to succeed and the highest possible expectations of self and others	Selection process

An excellent record of attendance and punctuality	Selection process		
Seek advice and support when necessary	Selection process		
Resilience and perspective	Selection process		
Reliability, integrity and stamina	Selection process		
OTHER CONDITIONS			
All statutory employment checks			
Enhanced DBS Check			
Satisfactory References			
Pre-employment Health Check			