

The East Manchester Academy
Job Description
PA to the Headteacher

The post holder will report to the Headteacher and Academy Business & Finance Manager.

Apart from other colleagues, the main contacts of the job are; the SLT, the administration team, teaching staff, other support staff, pupils, parents, governors, LA and outside agencies.

Main Purpose of the job:

- To act as the confidential personal assistant to the Headteacher, providing clerical support to the wider Senior Leadership Team which will include organising meetings, minute-taking and producing complex documentation in a timely manner and drafting correspondence in relation to standard requests etc.
- The successful candidate will play a key part in the running of the Academy. They will be responsible for efficient support to the Principal and the Senior Team and the IMB. This role will undertake a full range of administrative duties and will ensure the efficient and effective running of the Principal's office and daily business.
- To oversee an effective administrative service to the school, ensuring duties are assigned, cover is arranged and that staff have the abilities and skills to provide continuity of administrative and clerical support to facilitate the smooth management of operation of school administration

Organisation

1. To instil the academy's ethos and engender a culture of professionalism within the administration team and beyond
2. To monitor staff performance against objectives through appraisal arrangements and effective line management and oversight,
3. To prioritise and organise own workload and that of the administration team to meet conflicting deadlines in consultation with the operational needs of the school
4. To support the Academy Headteacher and SLT in the smooth execution of a personal diary of events and organisation for meeting deadlines.
5. To be proactive, discreet and professional in your role as PA, demonstrating well-honed experience of supporting senior staff. You will field all enquiries

with tact and sensitivity, maintaining strong relationships with internal and external stakeholders.

6. With close liaison with the SLT, to ensure that in relation to the catering and facilities staff, duties such as ordering of refreshments, room booking requirements, servicing meetings are carried out by the administration team
7. Act as a first point of contact within the school for staff, trustees, governors, parents and others seeking contact with the Headteacher and SLT; undertaking activities such as filtering telephone calls, receiving documents, correspondence and messages, and responsible for ensuring information is forwarded to the appropriate manager, academy or department in an efficient and timely manner.
8. To ensure there is an efficient and effective systems and processes for all administrative tasks within the academy

Administration

9. To respond independently and proactively to correspondence and produce complex and confidential reports, minutes and letters to a high standard
10. To take a lead role for the design, implementation and maintenance of administrative support systems and procedures in the event of changes in legislation and / or management structures in order to meet the needs of the school
11. To develop record/information systems which monitor and analyse issues relating to the day-to-day running of the school
12. To provide administrative and organisational support to the Local Governing Body/IMB as appropriate
13. Assist the Headteacher in drafting high level, strategic documentation, e.g. SEF, Academy Improvement Plan, Governing Body Reports, etc. working to tight deadlines and ensuring that all documents are completed fully and accurately.
14. To ensure high standards of professionalism and communication with and across the academy administration team

Resources

15. To operate relevant equipment and complex ICT packages and must be highly proficient in Microsoft Office
16. To assist with the management of facilities including premises, lettings associated income, building and projects

17. To provide advice and guidance to staff, pupils and others
18. To be responsible for expenditure relating to the administration support budget including regular audit of resources within the administration function
19. To assist with the management of Health and Safety within the school
20. To undertake the recruitment of support staff and in managing associated employment procedures

Responsibilities

21. Ensure accuracy and confidentiality of information produced relating to the administration of the school
22. To comply and assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
23. Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications
24. To undertake First Aid Training and support the First Aid Rota including acting as a First Aid responder as required
25. To work as part of a team to support colleagues and contribute to the vision and ethos of the school
26. To assist with school administrative duties including exam invigilation as part of the agreed system for the school
27. To undertake personal development to improve own practice
28. To establish constructive relationships and communicate with parents, other agencies and professionals
29. To attend and participate in regular meetings
30. To participate in training and other learning activities and performance development as required
31. To recognise own strengths and areas of expertise and use these to advise and support others

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.

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Person Specification

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This role is ideal for someone who is; committed, dynamic and thrives on task variety.

Experience

- Significant experience of supporting senior colleagues or supporting someone at director level
- Significant experience of working in and managing the work of a team of administrative support staff
- Experience of development, management and operation of administrative systems

Qualifications/Training

- Possess a high standard of numeracy and literacy skills

Knowledge/Skills

- Good skills in effective staff motivation and development, including establishment of a positive performance culture delivering continuous school improvement
- Successful experience of implementing, developing and maintaining effective administrative systems in a busy office environment
- Ability to organise own workload and that of others to meet conflicting deadlines within fixed timescales
- Good communication skills, for effective interaction with other staff colleagues, pupils and the wider community
- Good written communication skills
- Experience of management of a small budget and collating financial data
- Knowledge of project management and monitoring strategies
- Ability to adapt to challenging situations and respond appropriately using negotiation and influencing skills to achieve objectives
- Excellent ICT skills and ability to effectively operate various software packages and information technology systems

- Have a knowledge and awareness of the legislative framework of schools and education
- Willingness to undergo minor first aid training
- Ability to relate well to children and adults
- To be able to work constructively as part of a team, understanding school roles and responsibilities and your own position with these
- Have the ability to self-evaluate your learning needs and actively seek learning opportunities

Personal Style and Behaviour

- Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.
- Self motivation and personal drive to complete tasks to the required timescales and quality standards.
- The flexibility to adapt to changing workloads demands and new school challenges.
- Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.
- Personal commitment to continuous self-development.
- Personal commitment to continuous school improvement.
- Personal commitment to the school's professional standards, including dress code as appropriate.
- Be willing to consent to and apply for an Enhanced Disclosure & Barring Service (DBS) check.