

Job Title:	PA to Principal
Reports to:	Principal
Salary Grade:	TD24 – TD28
Hours:	37 hours per week 47 weeks per annum (term time plus 3 weeks)

Core Purpose

To provide timely and highly effective operation of secretarial, administrative and personal support to the Principal in all aspects of the leadership and management of the Academy.

Key Responsibilities

- Ensure the effective operation of the Principal's office to ensure the efficient discharge of functions to teachers, parents, governors, students and other stakeholders.
- Manage the Principal's diary, including arrangement of events, appointments and hospitality as required.
- Use own initiative to deal with telephone calls and correspondence on the Principal's behalf.
- Oversee and process incoming and outgoing post and emails for the Principal.
- Produce letters, documents, reports, presentations and other documents for the Principal.
- Research and gather information, as required, for the Principal.
- Organise, in liaison with others, a number of specific Academy internal and public events and activities on a termly basis;
- Maintain good relations with staff, governors, TDET employees, trustees and members, contractors, partner organisations and representatives, external agencies and other stakeholders.
- Provide a role model of highly effective, efficient administrative and secretarial support, upholding the very highest professional standards in all internal and external communication.
- Provide secretarial and administrative support, including notetaking, minute-writing and Governors' Portal web publishing, for Local Governing Body meetings, ensuring close liaison with the Chair of Governors and the Principal.
- Provide secretarial and administrative support, including distribution of pre-meeting documentation, notetaking and minute-writing, for Permanent Exclusion hearings.
- Organise hospitality, as required, for visitors and Academy functions.
- In liaison with the Academy PR and Marketing Officer and IT services, upload text, documents and photographs to the Academy website and Virtual Learning Environment.
- Liaise with other PAs across the Trust, participating fully in the Trust-wide PA meetings, and contributing to building the Thomas Deacon Education Trust service culture and team ethos.

General Responsibilities

- Take on any additional responsibilities which might from time to time be reasonably determined or requested by the Principal.
- Create and maintain positive and supportive relationships with staff, governors, students, pupils, parents, businesses, community members and other partner organisations.
- Demonstrate a positive commitment to equality and diversity.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- To promote a flexible approach to meet the changing needs of the Academy.
- To ensure that teaching and other staff receive adequate support to meet educational and operational objectives, as required and appropriate.

Academy Responsibilities

In addition to the specific responsibilities of this post, every member of staff at the Academy will commit to:

- Providing a courteous and efficient service to learners at all times.
- Modelling the behaviours and expectations outlined in the Academy's values system 'The TDA Way', promoting Trust, Discipline and Aspiration with all stakeholders.
- Influencing other staff and learners to promote high standards of behaviour, professional dress, courtesy, politeness and order within the Academy at all times.
- Fostering and sustaining a culture of leadership and creativity within all aspects of the Academy's operation.
- Promote the safeguarding of all learners.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Person Specification - PA to Principal

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> • Ability to communicate appropriately at all levels within the Academy, and with parents, visitors and external organisations • Ability to build good working relationships with colleagues and to be an active team member • Ability to multi-task within own remit and other areas • Ability to work at pace and meet deadlines • Ability to work with teams and individuals • Ability to convey information clearly, accurately and succinctly to the whole-school community and external stakeholders and organisations • Ability to set up and run efficient systems • Ability to work with a range of ICT packages • Ability to take charge, manage a team and assist them in prioritising and organising tasks • Ability and willingness to embrace new ideas • Ability to work at all times with complete confidentiality 	<ul style="list-style-type: none"> • Ability to adapt to change and the introduction of new working practices • Ability to work without direct supervision
Experience	<ul style="list-style-type: none"> • Experience of working in a fast-paced office environment • Experience of working with students, staff, parents and external agencies. • Proven experience of forward thinking and excellent organisational, secretarial, administrative and planning skills 	<ul style="list-style-type: none"> • Experience of supporting a Headteacher in a school environment
Qualifications	<ul style="list-style-type: none"> • Minimum A*-C GCSE in Maths & English (or equivalent) • Evidence of continued professional development • Evidence of high order ICT skills 	<ul style="list-style-type: none"> • Recognised management professional qualification
Personal Commitment	<p>Commitment to:</p> <ul style="list-style-type: none"> • safeguarding and promoting the welfare and rights of young people • the principles underlying equal opportunities and diversity • effective team work • own performance management and to continued professional development 	<ul style="list-style-type: none"> • Clear understanding and alignment with the TDA core values of Trust, Discipline and Aspiration