

PERSONAL ASSISTANT JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Personal Assistant to the Executive Principal
Location:	Springwell Leeds Academy
Salary:	Point 29 - 31 (£26,470.00 - £28,221.00)
Contract:	Full Time (52 weeks) and Permanent
Accountable to:	The Executive Principal

This job description may be amended at any time following discussion between the Executive Principal and the PA

Responsibilities:

- Acting as the first point of contact for the Executive Principal.
- Fully supporting the Executive Principal providing secretarial, professional and confidential personal assistant service.
- Dealing courteously and confidentially with visitors, telephone callers and emails.
- Creating and maintaining positive and supportive relationships with staff, parents, carers, businesses and the community.
- Preparing a range of high quality documents for the Executive Principal in accordance with the Academy's style and corporate identity.
- Actively managing the Executive Principal's diary, organising appointments and meetings to ensure effective time management, a focus on priorities and that the Executive Principal is aware of diary commitments.
- Ensuring all necessary papers required for meetings are distributed to all parties in sufficient time.
- Preparing and collating papers, presentations, minutes and other reports.
- Assisting with the security and dispatch of confidential papers.
- Assisting in the administration of personnel/staffing matters as directed.
- Assisting with other administrative activities, as directed, generally contributing to the smooth running of the Academy.
- Providing a travel and accommodation bookings service to the Executive Principal
- Planning workload, managing diary commitments and dealing with correspondence relating to the Executive Principal's responsibilities in leadership and management of the Academy.
- Ensuring that all materials for meetings are prepared in a timely manner.
- Providing support for marketing the Academy.
- Working with the wider admin team to advise on the reception of incoming visitors and their requirements.
- Maintaining a high volume, unpredictable workload and work under pressure to meet tight and demanding deadlines.
- Being flexible with regard to working hours when fulfilment of job requirements demand.
- Coordinating internal and external meetings and other Academy events, including room booking, arranging agendas, preparing papers, ordering catering, taking minutes and attending as necessary.
- Contributing to the work of the wider Academy admin team as directed
- Providing administrative support to the wider leadership team as directed
- Must be willing to travel as necessary

PA to the Executive Principal	Essential / Desirable	How Identified
Qualifications and Experience		
GCSE 5 A* - C or equivalent – including English and Mathematics	E	APP
High level of competence in ICT: Outlook, Word, Excel and PowerPoint	E	APP
Experience of secretarial / administration work	E	APP
Experience of diary management	D	APP
Experience of minute taking	D	APP
Skills and Knowledge		
Ability to plan and work independently	E	APP/SP
Ability to create and maintain records and files	E	APP/SP
A good knowledge and understanding of workings of an Academy or school	D	APP/SP
Effective report preparation and recording skills	E	APP/SP
Very good literacy, numeracy and written and verbal communication skills	E	APP/SP
Well-developed listening and observational skills	E	APP/SP
Ability to maintain and promote positive relationships with children, parents/carers, colleagues and the wider community	E	APP/SP
Ability to lead, organise and motivate members of the team	E	APP/SP
Ability to use ICT effectively for communication	E	APP/SP
Possess a problem solving approach to conflict	E	APP/SP
Understanding of confidentiality and basic data protection	E	APP/SP
Safeguarding		
Knowledge of basic child protection procedures	E	APP/SP
Enhanced DBS Check	E	APP/SP

Personal qualities and attributes		
Moral purpose (Equality, children and adults treated with respect)	E	SP
Excellent communicator – written and spoken	E	SP
Problem solver	E	SP
Resilient	E	SP
Integrity	E	SP
Self-motivated	E	SP
Enjoys challenge	E	SP
Works to deadlines	E	SP
Enthusiastic and optimistic	E	SP
Excellent problem solving/analytical skills	E	SP
Self-awareness, knowledge of strengths and limitations	E	SP
Responds positively to change	E	SP
Smart and professional personal presentation	E	SP
Full UK Driving Licence and access to own vehicle	E	SP

APP – Application

SP – Selection Process