



#### Job Description

JOB TITLE	PA to Principal and Office Manager
JOB FAMILY	Office Admin
PHASE	Secondary
HOURS	Full time, 52 weeks per year
REPORTING TO	Headteacher
RESPONSIBLE FOR	All Office Administration Staff

#### Job Purpose

- To provide confidential executive assistance and administrative support to the Principal.
- To take the lead on administration in respect of recruitment, HR record keeping, HR documentation.
- Manage the Single Central Record.
- Quality assurance of Academy documentation.
- The organisation and efficient execution of all school office activities and the supervision of office admin and reception staff.
- Supervision and training of administration and reception staff.
- The efficient working of the academy office systems.
- Act as Clerk to the Academy Governing Board.
- Act as Compliance lead for the school.

#### Duties and Responsibilities

##### **Personal Assistant to the Principal**

- Management of the Principal's diary.
- Acting as a first point of contact within the Academy for staff, governors, officers, parents and others seeking contact with the Principal. ensuring that visitors and callers receive a professional welcome.
- All correspondence and typing for the Principal.
- Providing clerical and administrative support to the Principal, including drafting papers, reports and presentations, research and collating information, filing and photocopying.
- Management of all telephone and in-person enquires to the Principal — screening calls, resolving issues with sensitivity and confidence, using initiative as required and referring on as necessary.



- Attending all meetings where relevant. or requested by the Principal. taking accurate and concise minutes and co-ordinating action points.
- Occasional evening to clerk for the governing board.
- Co-ordination of leadership meeting agendas.
- Ensuring a reliable filing system is kept up to date and secure.
- Organisation and planning of Academy events, in discussion with the Principal
- Arrange supply cover when required.
- Handling all sensitive and confidential matters with discretion.

#### **Recruitments HR Administration**

- Responsible for advertising all teaching and support posts.
- Keeping a file for each post advertised and dealing with applications.
- Overseeing the documentation for all new staff. including all relevant DBS and safeguarding checks. salary scale. contracts and Job Descriptions.
- Maintaining the Academy's Single Central Record.
- Maintaining all personnel files and ensuring these comply with TSAT guidelines, safeguarding requirements and that they are up to date.
- Ensure all staff data on SIMS is accurately maintained and input in a timely manner.
- Recording staff absence, producing absence reports and alerting the Principal when staff are reaching trigger points of the TSAT Absence Management Policy.
- Inputting information onto the HR Portal and checking that this is acted upon accurately and in accordance with the SLA.
- Minute formal meetings with staff when required.

#### **Office Manager**

- Line manage office admin and reception staff ensuring that they fulfil their Job Descriptions effectively. This includes ensuring they receive appropriate and on-going training and that the probation policy is adhered to.
- Carrying out Performance Management Reviews for your team. This includes annual and interim reviews and regularly reviewing Job Descriptions to ensure they reflect their current roles.
- Ensure work requested by teaching staff is carried out to the highest standards and in accordance with their expectations. and by the agreed deadline.
- Ensuring that all school enquiries from parents, students and external parties are dealt with and responded to in a timely and courteous fashion.
- Ensuring relationships of all office admin and reception staff with teaching staff. students, parents and visitors is professional and helpful.
- Oversee the production of statutory returns, ensuring they are accurate and submitted on time.



- Oversee updates to the Academy prospectus.
- Ensure policies are updated. up to date policies are on the academy website in accordance with regulations and that they are centrally stored.
- Act as Compliance lead for the school, ensuring policies are reviewed in line with statutory and school deadlines and ratified through with governing board. As well as working with the TSAT Compliance team to ensure compliance records for the school are kept up to date.

#### Generic Duties relevant to all members of Staff

##### **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members, customer and service users
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues

##### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Ensure that pupils work together positively and co-operatively, with good behaviour in line with the school's policy and procedures.
- Encourage and promote the social and emotional development of pupils

##### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Take part in the Trusts appraisal and performance management procedures
- Attend meetings and training sessions as required

##### **Personal and professional conduct**



- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

#### The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at TSAT Hub. However, you may be asked to work at any of the other Hubs within the Trust and you should expect to travel between sites as required.

#### Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

#### Customer Service

- At TSAT customer service is paramount to our way of work; All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely

#### ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.



- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

#### Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

#### Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and relationships.

#### Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

#### Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.
- Ensure confidentiality of personal data at all times by sharing, processing, obtaining



and advising on data in line with Trust Data Protection policies and procedures. Having due regard for the high level of personal and special category data processed within your role.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of PA to Principal and Office Manager:

**Name:**

**Signed:**

**Date:**