

**MULBERRY SCHOOLS TRUST
MULBERRY ACADEMY SHOREDITCH**

| JOB DESCRIPTION | | |
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| Post Title: Personal Assistant to the Executive Principal | Grade: | SO2 |
| Date: | May 2019 | |
| Working Pattern: | Term time only + 1 week 35 hours per week | |
| Responsible to: | Executive Principal | |
| Responsible for: | None | |

MAIN PURPOSES OF THE JOB

1. To provide a comprehensive and confidential administrative and support service to the Executive Principal and to ensure that their office functions efficiently, effectively and in an orderly manner at all times.
2. To manage communication with the Executive Principal in their work across the Trust.
3. To support the planning and organisation of events that involve the Executive Principal
4. To provide the main channel of communication between the academy and its Local Governing Body (LGB) and to provide administrative support for the LGB and its meetings.

MAIN DUTIES & RESPONSIBILITIES

1. To provide efficient and effective administrative services to the Executive Principal, including word-processing, presentations, copying, filing etc.
2. To manage and maintain the Executive Principal's diary, balancing competing priorities and reducing pressure on the Executive Principal.
3. To provide background briefings for meetings and events as necessary to fully inform the Executive Principal.
4. To organise and support meetings involving the Executive Principal, arranging venues and hospitality as required.
5. To prepare agendas for, attend and minute meetings as required, and to ensure the collation and timely distribution of supporting papers, where necessary.

6. To create templates for regular reports and to compile reports from contributions from other senior staff.
7. To collect, collate and summarise information as required.
8. To organise transport for the Executive Principal between Trust sites and to external meetings.
9. To be the first contact for the Executive Principal at all times, managing communication when they are working at a different site.
10. To maintain a system to ensure that tasks, enquiries and correspondence are actioned by the Executive Principal in due time.
11. To maintain accurate and confidential filing and record keeping systems.
12. To support the Executive Principal in managing queries, concerns and issues raised by parents/carers, external agencies, staff and students, ensuring that these are dealt with in strict confidentiality and that information is not disclosed to those persons who should not properly be made aware of such information.
13. To deal with correspondence to the Executive Principal, by post, telephone and email, including forwarding to an appropriate person and/or wider distribution; to log correspondence and ensure that appropriate responses and updates and have been provided.
14. To draft routine correspondence and responses as required.
15. Working with the Human Resources Department, to assist the Executive Principal with personnel administrative work.
16. To manage letters, purchase orders, cheques, pay claim forms, school visit approval forms, student absence request forms, etc., requiring the Executive Principal's signature.
17. To maintain a log of complaints received under the complaints policy and of Freedom of Information requests and to ensure responses are given within deadlines.
18. To collect and collate information as directed and maintain databases as necessary.
19. To provide agreed administrative and other support for other Senior Leaders.
20. To run external errands as necessary.
21. To seek copy for, compile and issue the daily and weekly Staff Bulletin, including the weekly academy diary; to distribute it to staff and governors; to ensure it is an effective communication tool that reduces the number of all-staff emails required.
22. To lead, or support, the planning, organisation and evaluation of academy and Trust events that involve the Executive Principal.
23. To liaise on the planning and organisation of marketing and promotional activities organised by the academy or the Trust.
24. To be the main channel of communication between the academy and its Local Governing Body (LGB), including the clerk to the Governors, liaising between the LGB Chair, LGB members, the Executive Principal and other Senior Leaders as required.

25. To provide administrative support to the LGB, including arranging LGB meetings and visits and to manage the production of papers and associated documents for LGB meetings. From time to time, to minute non-statutory LGB meetings.
26. To assist with the election of parent and staff governors to the LGB.
27. To be the main channel of communication between the Executive Principal and the Mulberry Schools Trust Board, the Mulberry Schools Trust Executive Team and the Mulberry UTC Local Governing Body.

General

28. To attend academy Briefings, Staff and Team meetings, Line Management meetings and other relevant internal and external meetings and forums as appropriate.
29. To maintain appropriate confidentiality at all times.
30. To play a full role within the life of the academy community, support its ethos and encourage all staff and students to follow this example.
31. To carry out agreed duties to support the smooth running of the academy.
32. To be flexible in working hours as required by the nature of the job.
33. To promote and implement all academy policies.
34. To undertake training as required to be effective in carrying out all duties and continue personal professional development.

In addition to the above specific responsibilities, the post holder will carry out any other reasonable duties relevant to the role as directed by the Executive Principal.

This job description is correct at May 2019 and may alter over time as the needs of the academy change. The job description will be discussed as part of the academy's appraisal policy and may be amended after discussion with the post holder.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Trust policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

SAFEGUARDING

Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the academy and the local authority.

HEALTH AND SAFETY

The Health and Safety at Work Act (1974) places duties on all employees:

- to take reasonable care for their own Health and Safety and that of other persons who may be affected by the individual's acts or omissions at work;
- to co-operate with the Executive Principal to enable her to carry out her duties as key manager and comply with all relevant Health and Safety legislation;
- not intentionally nor recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare;

- to care for and oversee the appearance of the building;
 - to assist management/leaders in preparing, implementing and updating all relevant risk assessments for their area of responsibility.
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I acknowledge that I have read, understood and received a copy of the job description

Signed: _____ **Date** _____

Post holder

Signed: _____ **Date** _____

Responsible Officer/Post holder

Personal Assistant to the Executive Principal Person Specification

The academy expects the successful candidate to demonstrate the following experiences, skills, competencies and understandings:

Experience

1. Experience of working in an academy (desirable) and detailed knowledge of its systems, processes and policies.
2. A thorough understanding of the context, needs and priorities of our students, staff and the local community.
3. Experience of engaging with a wide range of people typical of the academy's diverse community, including students of secondary school age;
4. Experience in an office with proven administrative, organisational, communication and people skills;
5. Experience of collating and summarising information, drafting routine correspondence and minuting meetings;
6. Experience of maintaining effective and accurate records;
7. Experience of working in an environment where confidentiality and discretion are paramount.

Skills and abilities

8. Ability to work effectively in a busy environment with the minimum of supervision;
9. Ability to manage one's own workload and to work under pressure, prioritising and multi-tasking as necessary to meet deadlines;
10. Excellent organisational skills, thorough attention to detail and accurate, fast word-processing skills.
11. Proven skills in ICT including experience of using a range of Microsoft packages and of using and maintaining a database;
12. Excellent interpersonal and communication skills (written and oral) written communication skills;
13. Ability to deal with staff, pupils, parents, governors, visitors and outside agencies, including the ability to promote the image of the academy.
14. Ability to work independently and creatively and to take initiative when appropriate;
15. Resourcefulness, enthusiasm, patience and a sense of humour.
16. An understanding of safeguarding as it relates to children;
17. An understanding of equal opportunities in the workplace generally and in schools specifically;

This post is subject to an enhanced DBS Disclosure and the successful applicant will be subject to relevant vetting checks before an offer of appointment is confirmed, and rechecking as appropriate.