



Principal’s Personal Assistant– Job Description

Post Title: Principal’s Personal Assistant

Grade/Scale: Emmaus Grade 7, SCP 18-22

Hours: 37 hours per week/40 weeks per year (term time only)

Reporting to: Principal

Main Purposes of Role:

To provide effective and efficient administrative support to the Principal to ensure they can undertake their role efficiently. To act as the first point of contact with the Principal, using discretion and ensuring all visitors and callers receive a professional response and are dealt with by the appropriate person. Manage the school’s day-to-day personnel functions in line with school policies and procedures through liaison with the School Business Manager. To act as a team leader.

Key Accountabilities:

Administrative Duties

- Maintain a diary, make appointments and organise meetings on behalf of the Principal.
- Liaise daily with the Principal regarding the events of the day and follow up on any consequential actions.
- Dealing with highly confidential and sensitive issues. Show confidentiality and discretion at all times.
- Take minutes and act as secretary to various groups and bodies (personnel and staff meetings).
- Provide high quality text processing service for the Principal using computerised equipment.
- Assist Deputy Principal(s) and other senior managers with text processing services.
- To manage and ensure the smooth running of the school’s reception.
- Act as line manager for specified staff to include staff cover arrangements, formal staff appraisal and day to day priorities.
- Be a member of the Operations Team.
- Maintain effective and efficient filing systems.
- Answer incoming calls, including those for the Principal when required.
- Receive people arriving for meetings with the Principal.
- Input data and maintain various computerised databases relating to staff and students.
- Administer the Presentation Evening process.
- Take receipt of, store and return confiscated property.
- Organise and maintain the staff internal mail ‘pigeonhole’ system.
- Prepare and distribute newsletters for parents.
- Create, organise and review templates for annual teacher planners/diaries and to place an order for printed copies.
- Act as secretary to the Local Governing Body as required (exclusion paperwork, minutes, liaising with LEA officers).
- Produce original and complex correspondence against a broad framework provided by the Principal i.e. reports, agendas, minutes, circulars, memoranda and disseminates such appropriate information to staff, governors etc. as required and under the direction of the Principal/School Business Manager.



- Organise information to be sent to parents and staff and other stakeholders via electronic communications as necessary.
- Supply and input information for a specific purpose, identifying and accessing relevant data.
- To act as a lead practitioner in relation to the administration of the school.
- Liaise with School Business Manager on implementing Policy or Health and Safety Welfare matters and ensure staff are advised, in order to comply with legislation and “Good Practice”.
- Comply with individual responsibilities, in accordance with the role, for health and safety in the school.
- Assist the Principal and School Business Manager with specific administrative tasks as and when required.
- Support the Principal/Leadership Team to administer the performance management process and meet training and development needs to ensure the appropriate schemes run smoothly and relevant documents and information are readily available.
- Regularly update the school’s policies in conjunction with the responsible staff.
- Liaise with the Local Governing Body and ensure that any documentation or information required for meetings is available and ready for the Principal and attending members.
- Operate relevant equipment and ICT packages, e.g. Microsoft Office.
- In conjunction with the School Business Manager to manage the Single Central Record.

Customer Service

- Generate an environment of efficiency and provide a warm welcome at all times.
- Organise hospitality for various events throughout the year.
- Handle issues, on the Principal’s behalf, often dealing with items of a sensitive or confidential nature.
- Assist and liaise effectively with external agencies, customers and suppliers to ensure optimum performance of the school.
- Assist with supervision care and welfare of students as required.
- Act as a contact point – an internal and external ambassador for the school – with external organisations as required, such as the DfE, the Schools, other academies and schools, architects and consultants.
- Provide complex and confidential advice and guidance to staff, students, parents and others.
- With the guidance of the Principal, ensure all members of staff receive relevant safeguarding and health and safety policies and guidance.

ICT

- Responsibility of system access and school databases, inputting and extracting data and producing statistical returns as required by the school, Local Governing Body, Directors and the DES under the direction of the Principal.



- Set up and maintaining accurate personnel databases.
- Advise and train staff to ensure information technology requirements of the school (and related training needs) are met.
- Produce spreadsheets as and when required.
- Liaise with Network Manager and update the school’s webpage where stipulated.

Personnel Duties

- Produce recruitment correspondence and documentation, in liaison with the Principal or School Business Manager, i.e. advertising vacancies, preparation of job information packs, letters to interview, reference, collect, collate and distribute application packs, receive and present for short listing, etc.
- Carry out key elements of the recruitment and selection process as directed by the Principal or School Business Manager.
- Manage all day-to-day personnel information on behalf of the school, including complying with DBS, asylum and immigration, data protection and equal opportunities legislation, the production of all documentation required for teaching and staff support appointments or changes i.e. contract of employment, statutory enclosures, pay forms.
- Act as Personnel Administrator in liaison with the HR Providers officers.
- Make all necessary arrangements in liaison the HR Providers relating to contracts of employment and salary payment.
- Keeping appropriate records of all recruitment paperwork for agreed timescales.
- Ensuring staff information, e.g. staff lists, is up-to-date and accurate.
- To be responsible for the development and maintenance of all personnel records.
- Delivering training to administrative staff as required.

Staff Management

- Manage, motivate, develop and train Administration Staff for whom responsible.
- Complete and authorise annual/ flexi leave, absence monitoring ensuring all systems have been updated, completed and processed appropriately.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- Comply with individual responsibilities, in accordance with the role, for health and safety in the school.
- Comply with all school policies and procedures, particularly those relating to safeguarding, equal opportunities, health and safety, security, confidentiality, behaviour, data protection and reporting concerns to the Principal.
- Attend relevant training and take responsibility for personal development.
- Attend and participate in meetings as required.
- Any other duties commensurate with the duties/responsibilities/grade of the post.



- Uphold the vision, ethos and high standards of the school and approach the role in a proactive way, playing a full part in the life of the school community.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

Special Conditions:

Hagley Catholic High School is a member of Emmaus Multi Academy Company, which is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Disclosure and Barring Service check.



Principal’s Personal Assistant – Person Specification

	Essential	Desirable	How Evidenced
Experience			
Substantial experience of working in a business environment at a senior level or experience working at middle management level with supervisory experience within a school or Local Authority.	•		Application
Significant experience working in a busy administrative role, demonstrating exemplary practice.	•		Application and Interview
Providing dedicated support to a senior manager.	•		
Qualifications			
NVQ Level 3 in Business Administration or relevant subject or equivalent qualification/experience.	•		Application and Interview
Excellent numeracy and literacy skills.	•		Application and Interview
Commitment and willingness to undertake further training, assessment and development dependent upon existing qualifications and requirements of the post.	•		Application and Interview
Practical Skills			
Communicate confidently and effectively using a range of methods.	•		Interview
Effectively respond to challenges with a flexible approach towards working practices.	•		Interview
Organise tasks efficiently with strong attention to detail and accuracy.	•		Interview
Manage multiple tasks and deadlines.	•		Interview
Handle highly confidential or sensitive information in an appropriate and secure manner.	•		Interview
Show discretion and confidentiality.	•		Interview
Demonstrate a good telephone manner when dealing with a range of callers.	•		Interview
To format and type formal letters, reports and documents.	•		Interview
Be able to take accurate minutes.		•	Interview
Excellent verbal and written communication skills.	•		Interview
Excellent time management and organisation skills.	•		Interview



The ability to work both as part of a team and independently.	•		Interview
Demonstrate a strong working knowledge of office software, administration systems and use a wide range of current ICT systems and packages.	•		Application and Interview
Have a good working knowledge of SIMS.		•	Interview
Ability to demonstrate initiative and flexibility to ensure the smooth operation of school support	•		Interview
Ability to manage a team of staff.	•		Interview
The ability to maintain successful working relationships with colleagues.	•		Interview
A commitment to empowering and supporting others.	•		Interview
Personal Qualities and Attributes			
Committed to promoting high quality and consistent practices.	•		Interview
Committed to contributing to the wider school and its community.	•		Interview
Capable of handling a demanding workload and successfully prioritising work.	•		Interview
Ability to understand and relate well to children and adults.	•		Application and Interview
Ability to organise, lead and motivate staff.	•		Application
Ability to motivate, persuade, negotiate and influence others	•		Interview
Ability to establish and maintain effective working relationships at all levels.	•		Interview
Ability to plan and take control of situations.	•		Interview
Ability to quickly adapt to changes.	•		Interview
Friendly, committed and approachable.	•		Interview
Ability to identify own training needs and willingness to participate in training and development opportunities.	•		Application and Interview
High expectations of self and a desire to maintain professional standards.	•		
Safeguarding			
To comply with the Schools commitment to the protection and safeguarding of children.	•		Interview
An understanding of processes in relation to the safeguarding of children in a school setting.	•		Interview