

## **JOB DESCRIPTION**

<b>Post title:</b>	<b>Personal Assistant to Executive Principal</b>
<b>Academy:</b>	<b>Excelsior Academy</b>
<b>Reporting to:</b>	<b>Executive Principal</b>
<b>Salary/Pay range:</b>	<b>£24,500 (full time equivalent), £22,898 (Actual)</b>
<b>Hours of work:</b>	<b>37 hours per week, Term Time + 15 Days</b>

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### **Purpose of Job**

To provide administrative support to the Executive Principal and other members of the Senior Team where appropriate.

Supporting the aims and ethos of the Academy in presenting a highly professional image of the Academy at all times.

### **Main Duties and Responsibilities**

- Preparation of confidential documents and reports.
- Actively managing the Executive Principal's diary, organising appointments and meetings, to ensure effective time management and focus on priorities and that the Executive Principal is aware of diary commitments.
- Frequently being the first point of contact with parents and the wider community as well as staff members, Trust board and DfE representatives.
- Organising and managing meetings and filing systems.
- Minute taking at meetings, some of which may occur outside of the normal school day.
- Receiving, processing and where appropriate, responding directly to communications via email, post and telephone.
- Liaising with the Trust's representatives where appropriate to follow up agreed actions.
- Liaising with representatives from support services for example, Children's Services Departments, other Head teachers and LA admission service.
- Assisting in the administration of personnel/staffing matters, as directed.
- Assisting with other administrative activities, as directed by the Executive Principal, generally contributing to the smooth running of the Academy.

### **Other Duties**

- The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

### **Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

### **Safeguarding**

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2016 where required