

PERSONAL ASSISTANT AND ADMIN TEAM LEADER JOB DESCRIPTION



GRADE:	6	HOURS:	37/ week (Term time plus 10 days)
RESPONSIBLE TO	The Headteacher		
MAIN ROLES AND RESPONSIBILITIES			
<ul style="list-style-type: none">• Provide confidential PA support to the Headteacher and Senior Leadership Team, including comprehensive diary management.• To deal initially with all communications and requests to speak to the headteacher.• To attend and minute meetings as directed by the headteacher.• Maintain accurate and timely completion of all documentation pertaining to suspensions and permanent exclusions and to assist with the organisation of associated meetings.• Drive efficient recruitment for all appointments, collaborating with the Trust's central team for advertising and equipping interview panels with all required resources, including refreshments.• Maintain compliance with Single Central Record (SCR) requirements and accurately process all Disclosure and Barring Service (DBS) paperwork, coordinating with the Trust's central team.• Maintain and update staff personnel files, including necessary updates to Arbor (School Information Management System).• To provide support in preparing for local academy board meetings.• To liaise with external agencies on behalf of the headteacher.• Efficiently manage general administrative tasks, such as filing, telephone calls, and email processing.• Assist the Data Protection Officer (DPO) with daily GDPR compliance tasks for the school.• Provide flexible cover and support to the Operations Manager within the school support team as required.• Line management responsibilities.			
School			
<ul style="list-style-type: none">• To work within school policies and procedures.• To contribute to the provision of an effective environment for learning.• To support the promotion of positive relationships with parents and outside agencies.• To attend skill training and participate in personal/performance development as required.• To take care for their own and other people's health and safety.• To be aware of the confidential nature of issues.			

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Note: In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required. The duties may be varied by the headteacher to meet changed circumstances in a manner compatible with the post held.