

JOB DESCRIPTION

Job Title:	Admin Assistant and PA to Headteacher	Reporting to:	Headteacher
Location:	Arena Academy	Annual salary:	Grade 3a – Point 9-15 £21,269 – £23,953 pro rata
Contract type:	Permanent, Term Time Only	Hours of work:	Monday – Friday 36.5 hours per week

JOB PURPOSE AND RESPONSIBILITIES

The post holder will provide clerical/administrative support for the Headteacher and other members of the Senior Leadership Team (as required).

Main Duties

- Provide administrative support including word processing, filing, arranging photocopying, and collating of resources.
- To update and maintain the data collection systems and run reports as required.
- To provide support as required to coordinate the cover information system on a daily basis including the liaison with staff in relation to daily cover matters.
- To provide cover and support for the school reception, taking clear telephone messages, welcoming visitors, and booking them in to the system, providing effective customer service to students, their families and/or carers, third party suppliers, team members, and management.
- To work collaboratively with colleagues to ensure that the administrative processes are efficient, effective, and compliant with regulatory requirements.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the leadership team in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities, and aptitudes.
- To provide administrative support to the Academy SLT and Operations Manager.
- Provide an efficient and effective office support function for the Headteacher, taking independent and pro-active action where appropriate to resolve administrative matters
- Take responsibility for the Headteacher's diary, liaising with relevant parties to organise meetings, appointments, and schedules effectively.
- Provide full secretarial support in relation to the production of communications on behalf of the Headteacher, including the drafting of any confidential correspondence and records, including word processing, electronic and manual filing system.

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- To draft, produce and send correspondence, and other documentation on behalf of the Headteacher, including letters, memos, or emails in line with the Headteacher requirements and specification
 - To provide overall general administrative support for the Headteacher including but not limited to filing, photocopying and reprographic work etc
 - To arrange appointments, itineraries, travel arrangements and co-ordinate meetings and events on behalf of the Headteacher.
 - To prepare agendas, minutes, and information for weekly SLT meetings and to take minutes at meetings as and when required.
 - To take, receive and manage telephone calls and enquiries on behalf of the Headteacher as so required.
 - To assemble and prepare papers required by the Headteacher to attend meetings, prepare reports, or reply to requests for information.
 - Ensure that necessary documentation is provided to the Headteacher for meetings on the following day and ensure that any instructions/directions are carried out prior to the meeting.
 - Support the arrangement of Governing Body meetings, including liaising with and supporting the work of Governors and the Clerk to the Governing Body, preparing, and circulating agendas, minutes and key documents. Collate all Governing body reports from SLT members.
 - Any other duties deemed appropriate to the grade and workload as requested by the Governors/Trust.

SPECIAL CONDITIONS OF EMPLOYMENT

REHABILITATION OF OFFENDERS ACT 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

HEALTH AND SAFETY



The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

EQUALITY AND DIVERSITY

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

TRAINING AND DEVELOPMENT

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

MOBILITY:

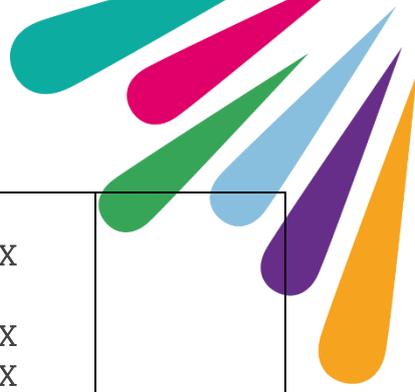
The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An

enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

Job Description Reviewed on:	20 th October 2021
Job Description Reviewed by:	Operations Manager



Personal Attributes		
• Resilience, the ability to work under pressure and able to meet deadlines	X	
• Ability to prioritise workload and multi-task	X	
• Excellent communication skills (including written, oral and presentation skills)	X	
• Excellent interpersonal skills	X	
• Passionate about delivering the highest level of customer service for internal and external customers.	X	
• A commitment to CORE Education Trust vision, values, aims and the objectives of its academies programme	X	