

Tollbar Multi Academy Trust

This job description outlines the general duties and responsibilities of this post. The job description is not exhaustive; it fits with the MAT's ethos to promote performance management and quality service.

Job Title: Personal Assistant to the Principal

Responsible to – Principal

Job Overview

To provide efficient support to the Principal's office, including diary management, receiving internal and external calls, visitors and correspondence, liaising with parents, staff, the Trust's central team and external agencies on behalf of the Principal. The postholder must be flexible to ensure the operational needs of the Academy are met.

Main Responsibilities

Under the direct leadership and supervision of the Principal the postholder will undertake a range of duties, which may include:

1. Providing comprehensive secretarial and administrative support to the Principal and the Senior Leadership Team, drafting and producing letters and reports, including the termly Principal's Report to the Trust Board and Local Governing Body.
2. Initiating appropriate action on incoming mail, ensuring that all communications are accorded the required priority and that no undue delay is experienced in responding to mail and where appropriate, the Principal or other Academy lead is kept up-to-date.
3. Managing and co-ordinating the Principal's diary, organising meetings and taking minutes, co-ordinating hospitality with differing levels of formality, ensuring the Principal and Senior Leadership Team are aware of all appointments and providing relevant documentation.
4. Managing forthcoming commitments in the diaries, informing the Principal and Senior Leadership Team of potential diary clashes and ensuring that adequate Senior Leadership and Safeguarding cover are in place at all times.
5. Undertaking research and project work for the Principal on specified topics and producing data/reports so as to provide the Principal with the necessary information on which to formulate views and decisions.

6. Accessing, entering data and producing reports from the various database systems including SIMS.
7. Drafting communication including emails, reports and research information and data to produce presentations for the Principal to finalise and approve.
8. Providing all administrative support in terms of student suspensions and exclusions, producing data reports to show patterns and trends throughout the year.
9. Facilitating effective Senior Leadership Team meetings and external meetings chaired by the Principal by preparing agendas, reports and other administrative support, with proactive follow up action as required.
10. Ensuring all Academy procedures are kept up to date and assisting the Principal in ensuring that Academy and Trust policies and information are published on the Academy website as necessary.
11. Providing cover for the Senior Academy Administrator on an administrative level during periods of annual leave and short-term absence.
12. Attending and participating in relevant meetings and participating in training and performance management processes as required.
13. Maintaining and devising efficient and effective office systems, including data management and filing.
14. Maintaining strict compliance with GDPR principles at all times.
15. Maintaining awareness of current relevant education and legislative guidance and alerting the Principal to published changes.

General

16. The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which correspond to the general character of the post and are commensurate with its level of responsibility.
17. The postholder must carry out his/her duties with full regard to the MAT's Equal Opportunities policy.
18. The postholder must carry out his/her duties with full regard to the MAT's Health and Safety procedures.