

Job Description

Job title: Executive Assistant

Main purpose of job:

- to provide confidential and efficient secretarial and administrative support to the Executive Principal and Joint Interim Heads of Academy
- to provide confidential and efficient administrative support to the Director of Human Resources
- to manage and have responsibility for planning, organising and delivering key academy and community events, as outlined in the academy calendar
- to act as administrative lead within the academy and line manage administration staff as appropriate.

Department: Administration

Location: Plume Academy

Position reports to: Executive Principal and Joint Interim Heads of Academy

Position is responsible for: Designated Administrative Staff

Length of contract:
Permanent – 41 weeks (Term Time Only, inset + 2 Weeks),
37 hours per week 8.00am – 4.00pm
Monday to Thursday and 8.00am – 3.30pm on Friday

Salary: Local Government Pay Scale, Band 4 (Point 31-34). Actual starting salary £26,662.

Main duties

Main Duties

- to answer general correspondence
- to coordinate the Executive Principal's diary and appointments.
- assist with appointments for the Joint Interim Heads of Academy
- to liaise with external agencies and stakeholders
- to develop good relations with all academy staff on behalf of the Executive Principal, enhancing the reputation of the academy, establishing links and forwarding relevant information as appropriate
- to keep an up-to-date filing system, type correspondence, documents, reports, etc. and carry out general administration duties, as required
- help and assist with the admissions, appeals and coding for our SEND students

- to clerk the Health & Safety Committee meetings
- to use own initiative to deal with telephone calls, correspondence and personal queries on behalf of the Executive Principal
- to continually provide information and support to staff, answering general queries on behalf of the Executive Principal, as required
- to continually provide support and back up to administrative staff where needed and as deemed appropriate
- to minute meetings as and when required by the Executive Principal
- to act as a point of liaison with the Clerk and Chair of Trustees and the full Board of Trustees.
- to manage the filing systems and retention of academy records, as required
- to produce required data in preparation for as well as during Ofsted inspections
- to review policies for statutory committees and best practice in the academy, in order to reflect changing legislation
- to coordinate and manage special events in the academy.
- to deal with any enquiry of concern from staff, parents/carers, visitors and callers.
- to manage permanent exclusion administration
- to oversee press releases and coordinate all communication with the media in conjunction with the Executive Principal.

General

- to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- to comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- ensure that all duties and services provided are in accordance in the academy's Equal Opportunities Policy.

The Trustees of Plume Academy remain fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Last updated: November 2020

Date of next review: Annually in line with the Performance Management Review process.

Person specification form

Job Title: Executive Assistant

Department: Administration

Factor	Essential?	Desirable?
Qualifications	<ul style="list-style-type: none"> at least 5 level 2 qualifications including Maths and English at minimum C grade GCSE or equivalent level 3 qualifications. 	<ul style="list-style-type: none"> further relevant qualifications e.g. Diploma in Business Administration or higher qualifications.
Relevant experience	<ul style="list-style-type: none"> experience of providing complex support in a busy environment experience of working as a PA. 	<ul style="list-style-type: none"> experience working with young people in an educational capacity.
Aptitude, skills and abilities	<ul style="list-style-type: none"> high level of ICT skills including knowledge of Microsoft Excel, Word, PowerPoint and Outlook. work effectively as part of a team and contribute to group thinking, planning etc. attend academy meetings as scheduled within the calendar punctually and take minutes as directed ability to set up and develop administrative systems ability to prioritise and meet deadlines effective time management exemplary courteous telephone manner to be flexible ability to follow instructions accurately use own initiative and work independently and demonstrate good attention to detail excellent communication skills with adults and children, verbally and in writing creative approach to problem solving work calmly under pressure Committed to personal and professional development awareness of, and commitment to, equalities issues. 	

Personal attributes	<ul style="list-style-type: none"> • play a full part in the life of the academy community, supporting its distinctive ethos and encouraging staff and students to follow this example • actively promoting academy policies and procedures • ability to relate well to children and adults and establish good working relationships • constantly improve own practice through self-evaluation and sharing good practice • awareness of procedures relating to child protection, health, safety and security, confidentiality and GDPR 	
Disposition	Good Communicator with a cheery disposition.	

Last updated: November 2020

Date of next review: Annually in line with the PMR process.