Job Description & Person Specification

Job Title: PA to the Principal
Classification: Whole School
Reporting to: Principal

OBJECTIVE OF THE ROLE

Support the Principal in administrative duties, oversee the school policy matrix, manage the whole school office, and serve as the liaison with the Parent Support Group.

MAIN RESPONSIBILITIES

Assist Principal

- Maintain the Principal's diary
- Organise meetings with staff, parents, external agencies
- Help with staff/parent enquiries
- Organise events
- Liaise with other senior management and/or all staff when required
- Quality assure internal and external written communication

Whole school office

- Ensure professionalism and high standards in Main Admin office

School Policies

- Development and oversight of current and new school policies
- Maintenance of school policy matrix
- Development of useful forms matrix
- Enable appropriate and efficient staff access

Other Administrative functions

- CPD administration
- Whole school uniform oversight
- The ability to develop and improve the efficiency and quality of systems and processes will be a distinct advantage

Assist with longer term projects as needed. *For example:*

- Admissions - growth project
- Ongoing branding
- Website maintenance and development

KEY REQUIREMENTS

- Experience in a similar role in a UK curriculum school.
- Familiarity with IT systems.
- Customer service background.

PERSON SPECIFICATION	
Criteria	Essential
Professional Experience	Experience in a similar role in a UK curriculum school. Familiarity with IT systems. Customer service background.
Personal qualities and skills	- Confident - Positive - Approachable - Discreet - Trustworthy - Ability to work under pressure - Ability to work unsupervised - Organised - Proactive - Problem solver - Dedicated - Ability to prioritise tasks

This list is not exhaustive and is designed to provide a framework for areas of involvement.