



## **JOB SPECIFICATION**

### **PA to the Principal**

**Line Manager:** Principal  
**Responsible to:** Director of Finance and Operations  
**Responsible for:** Reception Staff

**Salary Range: £ 30,000-£32,000 per annum (actual)**  
**Permanent, Full Time: 37 hours per week, 52 weeks per year – 20 days Annual Leave**

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It is also expected that the role will develop, working to specific strengths of the successful candidate.*

The Chalfonts Community College wishes to appoint professional, experienced and adaptable individual who is an effective PA with excellent communication skills.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder will participate in the School's programme of Performance Management and Continuing Professional Development.

### **Main duties and Responsibilities**

- Daily management of correspondence, school calendar & Principal's diary, telephone calls, organising meetings, and preparing correspondence in a professional and timely manner
- Schedule all annual or termly meetings such as Governor Meetings in the Principal's diary and ensure any pre-meetings or pre-prep is also booked and planned
- Liaise on behalf of the Principal with Governing Body, external contacts, parents, students, and staff as appropriate
- Prepare and produce the agenda for the weekly Senior Leadership Team meetings
- Refer urgent and/or sensitive matters to the Vice Principal and/or Director of Finance and Operations in the Principal's absence from whatever source
- Produce documents for Principal
- Responsible for general administration of the Principal's office including filing, record-keeping, Complaints and Concerns files etc.
- Preparing routine statistical reports, returns and analyses, including for the Principal's Report to the Governing Body
- Monitoring the College email account and triaging emails appropriately
- Originate and maintain filing systems as appropriate
- Confidential tasks as directed by the Principal
- Providing administrative / hospitality support for meetings
- Keeping brief notes or minutes of meetings and circulating accordingly; and writing summaries and briefing papers for meetings when required
- Preparing papers for meetings, ensuring that all papers related to items on the agenda, or to matters arising from previous minutes are included
- Update plans and documentation before the start of each academic year and on a termly basis including electronic & soft copy filing, archiving and record keeping
- Any other administrative tasks required

### **Line Management Responsibilities**

- Responsible for line management of Reception staff
- Ensure Reception Office staffing levels are maintained to ensure safe and continuous operation
- Ensure Performance Management reviews are in line with whole team

### **Human Resources and Staffing**

- Responsible for all staff data in MIS (Arbor)
- To maintain relevant training logs
- Be responsible for Sponsorship Licence and organising Work Permits via the UK Border Agency and keeping up to date with government changes in liaison with the Home Office
- Be responsible for the production of The College Staff Handbook
- Liaison with Finance Office regarding staffing
- Inputting absence data into the relevant systems and preparation of reports and maintenance of leave of absence requests
- Updating policies relating to staff
- Maintain Return to Work records for staff
- Administration of Occupational Health referrals for staff where appropriate
- Support Cover Manager in planning of Daily Cover if required (ad-hoc)
- Management of Personnel files and archive
- Management of Pigeon hole system and distribution of staff communications

### **Safeguarding**

- Be responsible for obtaining DBS certification for staff/volunteers and keeping up to date with legislation changes
- Be in receipt of Safer Recruitment Certificate at all times
- Checking Teachers teaching status – applying for Prohibition Order Checks with TRA (Teaching Regulation Agency)
- Checking references and qualifications for all candidates and appointments
- Responsible for the Single Central Record
- Make arrangements for visitors to The College as instructed and liaise with others as necessary
- Produce safeguarding materials for visitors to The College for Reception staff to provide for visitors

### **Recruitment**

- Supporting administration of recruitment processes including drafting and posting job adverts, responses to recruitment enquiries, collating application forms and organising interview schedules/paperwork and ensuring selection processes are compliant with Safer Recruitment and Employment Legislation
- Arranging pre-employment checks/paperwork and preparing personnel files in line with Safer Recruitment standards
- Arranging inductions for new starters and welcoming new starters
- Ensuring the timely completion of probation and appraisal paperwork by line Managers
- Ensuring that general information and guidance in the all-staff drive and new staff induction packs are up-to-date
- Liaison with key recruitment agencies to source staff where other avenues have been exhausted.

## **HOURS OF WORK**

Paid Weeks per year	52 weeks
Working weeks	All Year Round
Hours per week	37 hours
Paid Breaks	30 minutes unpaid lunch break
Holidays	20 days Annual Leave Long service – one additional day of leave after 5 years of service up to a maximum of 30 days.

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend academy events such as Open Evening.
- To promote actively the academy's policies.
- To adhere to the academy's Dress Code.
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all academy policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.

**PERSON SPECIFICATION – Executive Assistant to the Headteacher**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and experience:</b>	<p>A good level of literacy and numeracy; Strong grasp of IT Systems</p> <p>Knowledge and understanding of Data Protection law and the GDPR 2018.</p> <p>Relevant work experience.</p> <p>Experience of the use of Management Information Systems (MIS)</p> <p>Experience of using initiative and making decisions</p> <p>Experience of delivering an efficient and effective PA service</p> <p>Experience of working with a range of stakeholders.</p>	<p>Be educated to A-Level (or equivalent) standard;</p> <p>A degree level qualification, or equivalent, would also be an advantage; however, candidates with relevant experience should not be discouraged from applying.</p> <p>Experience of working in a school or similar environment.</p> <p>Training / awareness of child protection and safeguarding procedures.</p>
<b>Knowledge and skills:</b>	<p>Have the personality and presence required to carry out required duties effectively;</p> <p>Strong organisation skills and the ability to work under pressure to support colleagues and the smooth running of the school;</p> <p>Have a good rapport with young people and be able to act as a positive role model to them;</p> <p>Be supportive of the particular ethos and expectations of The Chalfonts Community College</p> <p>A commitment to the safeguarding and welfare of children.</p> <p>Commitment to Equal Opportunities and Diversity.</p> <p>Ability to draft and proof read letters and other documentation to a high standard</p> <p>Good organisational and administrative skills, with the ability to prioritise.</p> <p>Good communication (written and verbal) skills. High levels of numeracy and literacy.</p> <p>Ability to manage multiple tasks and prioritise workload.</p> <p>Display initiative, be positive and enthusiastic Ability to work methodically with good attention to detail.</p>	<p>The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;</p> <p>Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;</p> <p>Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.</p> <p>Flexibility and a willingness to work outside the normal working patterns when required.</p> <p>Commitment to continuing professional development.</p> <p>Be flexible and creative in approach</p>

	<p>Maintain confidentiality with regards to all school matters.</p> <p>Ability to maintain confidentiality and deal sensitively with related issues/individuals with tact, diplomacy and discretion.</p> <p>Enthusiasm and initiative – along with the ability to be calm and efficient under pressure.</p> <p>Good interpersonal skills and an ability to develop and maintain effective working relationships with all stakeholders.</p> <p>Ability to work independently, lead on activities where required and contribute as a team player.</p>	
<p><b>Personal qualities</b></p>	<p>Team player</p> <p>Ability to organise and prioritise own workload</p> <p>Work under pressure and to tight deadlines</p> <p>Ability to build and sustain professional standards, relationships and personal boundaries with young people and other stakeholders.</p> <p>Emotional maturity and resilience in dealing with challenging behaviours</p> <p>Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students</p> <p>Flexible</p> <p>Meticulously accurate</p> <p>Integrity and honesty</p> <p>Commitment to self-development</p> <p>Warmth and a sense of humour</p> <p>Evidence of the stamina required to cope with the demands of the post.</p>	

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties, including the provision of high quality teaching and learning across the Academy and the pastoral care of the students in their charge. Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

April 2024