

**Reports To:** Principal

Why	<b>Job Summary</b> <ul style="list-style-type: none"><li>To provide a professional, high level administrative and support service to the Principal. The post holder will also provide administrative support as required for the Senior Leadership Team and manage the student behaviour and exclusions process. With the support and supervision of the Trust's People Directorate, the post holder will undertake aspects of the Academy's HR related responsibilities.</li><li>The post holder will be expected to promote the vision and values of the Trust with all stakeholders including parents, visitors and the local and wider community.</li></ul>	
	<b>Main Responsibilities</b> <ul style="list-style-type: none"><li>Provide an effective and efficient office support function for the Principal, taking independent and pro-active action where appropriate to resolve administrative matters</li><li>Provide administrative and diary support for the Senior Leadership Team</li><li>Undertake research and data gathering as required, liaising with other Academy/Trust staff and outside bodies and agencies</li><li>Manage and supervise identified members of the Academy reception and admin team in their day to day work and complete performance development reviews</li><li>Take responsibility for the Principal's diary, liaising with relevant parties to organise meetings, appointments and schedules effectively. Provide full secretarial support in relation to the production of correspondence and records, including word processing, electronic and manual filing systems</li><li>Provide administrative support to Academy Council</li><li>Support the Principal with staff absence management and record keeping through the Academy software package. This will include compiling reports and organising meetings</li><li>Undertaking all aspects of the academy's HR related responsibilities with the support and supervision of the Principal and the Trust's People Directorate</li><li>Use software to assist SLT in the monitoring and record keeping of completed learning walks, work scrutiny and PDR's</li><li>Support the Principal and Senior Leadership Team with the organisation and co-ordination of professional development days and in the management and staging of Academy-wide events</li><li>Assist the Principal in preparing reports for HR, take minutes for meetings where needed</li><li>Support the Principal and Academy Senior Leadership Team at major annual events e.g. Open Evening; Parents' Meetings</li><li>Undertaking all aspects of the academy's Media and Communications function with the support and supervision of the Trust's Media and Communication Manager.</li><li>Arranging supply teacher and support staff cover for absences when necessary and where appropriate in consultation with SLT.</li><li>Assist the SLT with daily running of the academy.</li><li>Oversight of the Academy reprographics function</li><li>Oversight of communication with parents and other stakeholders, i.e. Academy website, newsletter, prospectus, parental email system etc.</li><li>Ensure safeguarding checks are carried out for all visitors to the Academy. Complete appropriate records with the support and supervision of the Principal and the Trust's HR Directorate.</li><li>Any other duties deemed appropriate to the role.</li></ul>	
How	<b>Competencies</b>	<b>Personal Attributes</b> (level expected when job is conducted to the required standard)
	<b>Framework</b> <i>Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.</i>	Actively promotes the Trust's ethos internally and externally.
		Lead a team.
		Establishes action teams which focus upon specific Health & Safety aspects.
		Reliable and consistent in achieving targets.
		Contribute to the development of a whole academy initiative.
		Reliable and consistent in achieving targets.
		Organises contributors to reach goals and milestones.
		Instils confidence that the objective will be achieved.
		Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people.
<b>Development</b>	Lead training on a relevant issue.	

	<i>Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i>	Consistent outstanding practice leads to developing skills in leadership and management and highly effective professional contribution.
	<b>Leading</b> <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Challenge, influence and motivate others to attain high goals.
		Managerial experience is built upon an understanding of Trust ethos.
		Connects with team members and is accessible to colleagues.
		Constructs and develops teams to be effective and fosters the development of others by evaluating the full potential of others.
		Motivates and delegates appropriately in order to achieve objectives.
		Sets clear objectives and checking for understanding.
	<b>Task Management</b> <i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	May provide guidance and supervision on setting tasks.
		Makes medium term plans; anticipates problems and prioritises actions.
		Prioritises own workload to achieve project activities in agreed timeframe.
	<b>Communication</b> <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Actively informs and briefs colleagues within team of developments, challenges and changes.
		Clear, concise and confident when communicating informally both verbally and in writing.
	<b>Problem Solving/Decision Making</b> <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Proactive in providing innovative solutions and evaluating alternatives.
		Takes responsibility within the team for making decisions and moving things forward, requires good judgement.
		Presents information, recognises the most relevant information and forms conclusions.
		Able to initiate actions in an emergency and seeking to prevent problems occurring.

Context	<b>Interfaces</b>	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
	<b>Scope</b>	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
	<b>Education, Qualifications and Experience (EQE)</b>	<b>Essential:</b> Educated to GCSE grade C/4 or above in English and Mathematics. Relevant Business and/or Administration qualification and/or equivalent experience. <b>Desirable:</b> Working within an educational setting. Excellent ICT skills including the ability to use specialist packages. Excellent numeracy and literacy skills. Good attention to detail. Awareness of customer care.	
	<b>Safeguarding</b>	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
	<b>Data Protection</b>	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.