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| Trinity Sixth Form AcademyJob Description |  |

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| Job Title: | Administration Manager/Principal’s PA |  |
| Job Scale: | Scale SO1/SO2 (Points 23-28)  37 hours per week (Term time plus 10 days) |  |

**BASIC JOB PURPOSE**

* To be accountable for delivering an efficient, professional and effective administration service across the academy.
* To act as PA to the Principal.
* To develop effective administration systems to support teaching and learning across the academy.
* To line manage the administration team, taking responsibility for managing the day to day administration/office support services.
* To act as first point of contact for administrative HR matters.
* To produce documents, update databases and provide reports, as requested, to a high standard and on time.

**Main Responsibilities**

1. To deliver a high quality, effective, professional administration support service to all stakeholders (e.g. students, visitors, staff and Governors).
2. To provide a full personal assistance/confidential secretarial service to the Principal to effectively support him/her in managing the Academy.
3. To develop and improve administration systems, to ensure that staff have access to a professional administration service that is delivered in line with published service levels. This includes any quality assurance systems.
4. To co-ordinate administration staff to ensure that general office duties, such as filing, telephone answering, reception cover and reprographics services are undertaken to a high standard.
5. To line manage and carry out performance management reviews with administration staff.
6. Acting as first point of contact for senior and middle leaders who require administration support and being responsible for the admin team producing reports and other data to inform SLG and Governors, as requested.
7. To be aware of academy policies, ensuring these are adhered to and any written correspondence is acted upon within the relevant timeframes.
8. To lead high standards of external and internal communications produced by the administration team, by checking quality and accuracy and ensuring that information is produced on time and in accordance with academy/school policy and branding.
9. To provide information, advice and guidance (both internally and externally), answer routine queries from internal and external enquirers, in line with academy/school policies and procedures.
10. To train, provide support, coaching and guidance to administration colleagues.
11. To be responsible for the filing and archive systems, including introducing and maintaining an archive policy.
12. To support the production and maintenance of the academy/school calendar and bulletins, and to coordinate with relevant staff on school mailings.
13. To carry out HR administrative duties, this includes:
    1. Managing the staff absence request process
    2. Monitoring staff absences, in line with the absence management processes
    3. To support recruitment processes, including responsibility for interview
    4. arrangements, delegating to the team where appropriate.
    5. To manage an effective cover process
    6. To update and maintain personnel details on SIMs and process reports as required.
    7. Responsibility for maintain the school Single Central Record and school personnel files.
14. To provide general administration skills, when required, including administration support for academy events or functions, and to support senior meetings as notetaker.
15. To be accountable for the quality and accuracy of administration support, through line management, coaching, support and training of the administration team. This includes being responsible for the academy maintaining a good public image by ensuring that the administration team deal professionally and appropriately with enquiries from the visitors, staff, students and parents.

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| Other Specific Duties: |
| * All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside school. * Treat all students with dignity, observe proper boundaries and understand that every adult in the academy/school has a responsibility to safeguard children and young people. * To continue personal professional development as required * Attend staff and other meetings and participate in staff training and development events as required * To actively engage in the performance review process * All support staff may be used to perform appropriate duties as and when required by the Principal, commensurate with the salary grade of that post if it is higher than the employee’s current salary * To work in the best interests of the academy/school, students, parents and staff * To adhere to the academy’s/school’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety * To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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.  This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. |
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| **PERSON SPECIFICATION** | | |
| **Job: Administration Manager/Principals PA** | | |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * 5 or more GCSE’s at grade C or above, including English and Maths (or equivalent) * a track record of recent, relevant professional development * evidence of experience in an similar, office or administration management role * experience of working to deadlines and providing administration systems. * experience of note taking and arranging meetings * experience of using databases, word processing and a range of other IT packages. * experience of line management | * working with young people and inner city communities * experience of working in a school environment (understanding of safeguarding and Child Protection issues) * experience of SIMS |
| **Knowledge & Understanding** | * innovative approaches to developing administration systems and procedures * understanding of filing, storage and archive systems and procedures * effective review and evaluation procedures * understanding of service level agreements and customer service. | * innovative approaches to working with staff, students and other academy partners * the potential uses of data to support efficiency |
| **Leadership & Management** | * to effectively manage and work as a member of a team, participate in meetings and negotiate as necessary * direct and co-ordinate the work of others * set high standards and provide a role model for students and staff and take responsibility for own and others professional development * liaise effectively with other organisations and agencies * develop, maintain and use an effective network of contacts, seeking advice and support when necessary | * motivate all those involved in the delivery team * deal sensitively with people and resolve conflicts * strategies for ensuring equal opportunities for all stakeholders |
| **Skills & abilities** | * well developed time management, planning and organisational skills * ability to communicate and negotiate effectively to a range of audiences (internal and external) through highly developed inter-personal, written, oral and presentation skills * sound judgment and ability to make decisions based on understanding of relevant information * able to prioritise work and to manage work to meet tight deadlines * adaptability to changing circumstances/ideas | * negotiate and consult fairly and effectively * deal sensitively with people and resolve conflicts * direct and co-ordinate the work of others * able to develop and maintain effective communication systems. |
| **Personal Qualities** | * adaptability to changing circumstances/new ideas * ability to inspire confidence in staff, students, parents and others * reliability and integrity and a commitment to confidentiality | * determination to succeed and the highest possible expectations of self and others |