



Job Description

JOB TITLE	PA to Principal
RESPONSIBLE TO:	Principal
<p>With our desire to make Sandwell Valley School a supportive and efficiently run business, it has been identified a new role of a Personal Assistant is required, essentially to support the Principal in running the school. Sandwell Valley School, located in West Bromwich is an Independent school and accommodates approximately 150 students (aged 11 to 18).</p> <p>The PA's key administrative function is designed to represent and provide professional support for the Principal, and includes the responsibility for the school health and safety.</p> <p>We are looking for a professional individual, who has worked in education previously and carries a high level of integrity. Someone who is highly aware of the importance of confidentiality within the elements of the school.</p>	
GRADE:	
HOURS:	37 hours per week/full year Lunch breaks of 30 mins and will be unpaid. The maximum hours per week will be 37 hours unless overtime is required for emergency cover.
OTHER	To work flexibly and support events/activities when required, as agreed with the Principal.
MAIN PURPOSE OF THE JOB	<p>Administration and diary management for the Principal:</p> <ul style="list-style-type: none"> • To manage the Principal's diary for all appointments and meetings: ensuring a manageable schedule is maintained, the diary is kept up to date, and all preparation (supportive documentation) is provided for the upcoming diary meeting/events • Maintain, organise and file paperwork as required • Be the first line of contact between the Principal and all incoming enquiries, with the intention and enthusiasm to resolve them • Disseminate all communications from the Principal to relevant individuals in a timely manner • Be responsible for drafting correspondence, reports and other documentation, as requested by the Principal • Undertake Project management of projects assigned by the Principal • Track delegated tasks where required and monitor progress, chasing any documentation or responses not received and keeping the Principal informed as appropriate • Assist the senior team by coordinating the production of the School



	<p>calendar and pursuing this to produce timely reminders to the senior team throughout the academic year</p> <ul style="list-style-type: none"> • Type, distribute and file all agendas and minutes for meetings involving the Principal as required • Ensure the Principal is kept up-to-date, and in the Principal's absence refer matters to the relevant member of the Senior Leadership Team for action • Governance: schedule Board of Governors meetings, liaise with Head of Operations & Compliance to ensure the board papers are prepared and distributed prior to the meetings, attend the meetings, take minutes and distribute accordingly, follow up with any actions required from the meetings
<p>Key Accountabilities</p>	<p>Student Admissions and events</p> <ul style="list-style-type: none"> • Liaise with staff, Local Education Authority and parents on in-year admissions and direct approaches to the school • Support the senior leaders responsible to ensure the smooth running of open admission events and award days • Ensure that the Principal is supported in responding to any formal complaints received in an accurate and timely manner • Establish constructive relationships and communication with other agencies and professionals • Present a positive personal image, contributing to a welcoming environment, which supports equal opportunities for all
<p>Key Responsibilities</p>	<p>Health and Safety</p> <ul style="list-style-type: none"> • Promote and ensure the health and safety of all students, staff and visitors, (in accordance with appropriate health and safety legislation) at all times • Support the Head of HR and Support Services to oversee the health and safety processes and procedures in line with policies and procedures • Update health and safety policies and procedures in conjunction with the Head of Operations and Compliance
<p>Other areas of responsibility</p>	<ul style="list-style-type: none"> • Carry out any other duties, commensurate with the post, which from time to time may be necessary for the good order of the school, as directed by the Principal • To have due regard for safeguarding and promoting the welfare of



	<p>children and young people and to follow the child protection procedures as stated within the school safeguarding policy</p> <ul style="list-style-type: none"> • To have a proactive approach in raising the standards and enhance the students' experience with a strong commitment in pursuing the vision of the school
<p>Person Specification</p>	<p>Key Skills and Abilities</p> <ul style="list-style-type: none"> • Excellent communication and interpersonal skills with an exceptional command of the English language • Leading, motivating and managing a team • Advanced ICT skills – Microsoft Office • Fast, accurate word processing skills and minute taking • Organised and methodical whilst dealing with conflicting demands • Ability to complete tasks and interpret information • Good at maintaining efficient record-keeping systems • Ability to assist with the production of accurate records and reports • Excellent at identifying work priorities and managing own workload to meet deadlines whilst ensuring that lower priority work is kept up to date • Ability to show sensitivity and objectivity in dealing with confidential issues • Have excellent attention to detail • Proactively responding to unexpected problems and situations

- This Job Description sets out the duties of the post at the time it was published.
- The hours and job description may be modified depending on the needs of the school.
- The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The priorities for each year will be reviewed against this job description annually through performance management meeting.

