



Tudor Grange Academies Trust

**Administrator/PA to Principal**

**Grade 5, Points 12 - 17**

**41 weeks**

**37 hrs p/w**

**Monday to Thursday 8:00 – 16:00**

**Friday 8:00 – 15:30**

### **Core Purpose**

- To provide a confidential service to the Principal and the Staff team
- To act as an ambassador for the Trust in all matters
- To advocate the ethos and values of the Trust at all times

### **Specific Responsibilities**

#### PA to Principal

- To provide a comprehensive, confidential administrative service for the Principal
- To maintain and regularly review the Principal's calendar, ensuring a manageable schedule is maintained and is kept up to date
- When required, to liaise, with tact and diplomacy with all PAs in Trust academies
- Minuting of meetings and ensuring that final copies are correctly stored in the appropriate Team
- To support the Professional Clerk in administration of documents relating to the Local Governing Board and to act as point of contact for Trustees
- To monitor the contact tab on the Trust website and ensure that all queries are addressed or diverted where necessary
- To track delegated tasks where required and monitor progress, chasing any documentation or responses not received and keeping the Principal informed as appropriate
- To manage all communications from the Principal to all trust staff as required.
- Quality assures documentation and correspondence provided by Staff and the Principal
- To update the website and social media as required
- Produce the school newsletter
- Line manager for the office team
- To organise the staff Sharepoint, uploading key documents and dates

#### HR

- Maintain the HR files for staff
- To maintain confidential staffing records on digital platforms as required, including the administration of absence and annual leave.
- To be responsible for the administration of recruitment to the academy.
- Support leaders with recruitment – posting job adverts and completing the recruitment process from interview through to appointment

- Ensure the Single Central Register is up to date and work with the school and Trust Safeguarding team on maintaining this.
- Carry out DBS checks for new staff/governor and any volunteers in school

**Finance**

- To use the school finance system in accordance with the Trust Regulations to place routine purchase orders, reconcile delivery, code and seek approval for payment of invoice for submission to Head of Finance
- To organise and manage parent payments for school services and events
- To coordinate parent payments and bookings for wider opportunities, such as music lessons and visits.
- Manage the ordering of educational supplies and administration consumables and to maintain financial records relating to the budget
- To liaise with the Educational Visits Coordinator, so visits are compliant.

**Generic responsibilities**

- To support, deputise and cover for other administrative staff throughout the Academy as necessary
- To cover main reception on a rota basis during lunchtimes and at other times as required
- To answer the telephone when reception is unable to answer incoming calls
- To undertake any other administrative work as reasonably requested by the Principal
- To provide, as required, administration support to members of the Staff team

**Line Manager**

Principal