



**ATAM Academy**  
**Job Description**  
**PA to Principal & HR admin.**

<b>Post:</b>	PA to Principal & HR Admin.
<b>Salary Scale:</b>	39 weeks (term time plus 2 additional weeks) Pt 28 £34925
<b>Liaising with:</b>	All staff Principal
<b>Line of Responsibility</b>	Principal

**Purpose of Post:**

- To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.
- To support the Principal in the execution of their duties
- To lead on all HR matters in the academy in conjunction with the Trust HR manager
- To support the Chair of LAB in the execution of their duties
- To act as Cover Manager

## Key responsibilities

- Support the Principal in ensuring the school's commitment to safeguarding and promoting the welfare of children is delivered
- Be emblematic of our values:
  - Truth, Altruism, Compassion, Service, Courage, Resilience and Love.
- Trust Ethos: Together As One

### General

- Provide an effective administration support service to the ATAM Principal to ensure they can undertake their role efficiently.
- Act as the first point of contact with the Principal, using discretion and ensuring all visitors and callers receive a professional response and are dealt with by the appropriate person.
- Liaise daily with the Principal regarding the events of the day and follow up on any consequential actions.
- Manage the school's day-to-day personnel functions in line with school and Trust policies and procedures through liaison with the HR Manager / Principal.
- Comply with individual responsibilities, in accordance with the role, for health and safety in the school.
- Generate an environment of efficiency and provide a warm welcome at all times.
- Show confidentiality and discretion at all times.
- To work closely with the Leadership Team on coordinating meetings, taking notes and minutes.
- Comply with all school policies and procedures, particularly those relating to safeguarding, equal opportunities, health and safety, security, confidentiality, behaviour, data protection and reporting concerns to the Principal.
- Maintain manual and computerised records/management information systems and shared resources.
- To maintain effective communications both within the department and school, ensuring that records are shared securely and in line with GDPR legislation, in a timely manner.

## Organisational

- Deal with the Principal's daily correspondence as a priority, including filing, typing, photocopying, diary management, organising meetings, taking minutes of meetings and following up actions, arranging travel, dealing with phone calls and handling visitor itineraries.
- Support with day-to-day personnel information on behalf of the school, including:
  - Complying with DBS, asylum and immigration, data protection and equal opportunities legislation.
  - Ensuring staff information, e.g. staff lists, is up-to-date and accurate.
  - Setting up new and amended contracts for all staff.
  - Providing annual salary assessments for all staff.
  - Processing work permit applications as required.
- Support with managing the recruitment and exit processes as directed by the Principal ensuring that all forms and processes are dealt with meticulously to ensure the safe recruitment of staff, along with the Trust coordinator.
- Support the Leadership Team to effectively control and manage absence in order to reduce unauthorised and high levels of absenteeism by:
  - Recording and monitoring staff holidays and sickness and bringing any issues to the attention of the SLT.
  - Providing absence monitoring reports in compliance with the Staff Attendance Management Policy.
  - Carrying out return to work interviews and absence management meetings within own levels of responsibility.
  - Giving accurate information and guidance to staff on leave of absence policies and procedures.
- Support the Principal to administer the Support Staff Performance Management process and meet training and development needs to ensure the appropriate schemes run smoothly and relevant documents and information are readily available.
- Ensure effective administration, that training and performance management queries are responded to efficiently, and effective liaison with external training providers.
- Regularly update the school's policies in conjunction with the responsible staff.
- Work closely with the Principal and Central Team to ensure compliance with local governance requirements and the effective management of administrative responsibilities.
- Liaise with the Trustees and LAB board and ensure that any documentation or information required for meetings is available and ready for the Principal.

- To ensure LAB compliance and carry out any requested administration duties as requested by the LAB Chair.

#### Administration

- Some of the work undertaken within the school is of a highly confidential nature. The post holder must at all-times maintain confidentiality and remain professional.
- Liaise with the Principal and other relevant staff regarding marketing and promotional activities for the school, e.g. the production of a new prospectus.
- To act as cover Manager to receive calls and arrange daily cover with outside agencies (if needed)

#### Resources

- Act as a contact point – an internal and external ambassador for the school – with external organisations as required, such as the DfE, other academies and schools and consultants.
- Operate relevant equipment and ICT packages, e.g. Microsoft Office.
- Provide complex and confidential advice and guidance to staff, pupils, parents and others.

#### Additional Responsibilities

- Attend relevant training and take responsibility for personal development.
- Uphold the vision, ethos and high standards of the school and approach the role in a proactive way, playing a full part in the life of the school community.
- With the guidance of the Principal, ensure all members of staff and governors receive relevant safeguarding and health and safety policies and guidance.

The above duties are not exhaustive and the post-holder may be required to undertake reasonable tasks as assigned by the Principal.

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 constructed.

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 at any time after consultation with the post holder.

### **CONDITIONS OF EMPLOYMENT:**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).

[The OneMAT Safeguarding Statement](#)

*OneMAT is committed to safeguarding children. We believe that children and young people should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them. We expect that all staff, volunteers, outside agencies and service providers adhere to our policies and share in our commitment to safeguard all children in our care.*

## PA/HR PERSON SPECIFICATION

	Essential	Desirable
Qualification Criteria	<p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>● Have secretarial skills, administration, business studies or other relevant subject qualification.</li> <li>● Have undertaken training relevant to the post.</li> </ul>	<p>In addition, the successful candidate may:</p> <ul style="list-style-type: none"> <li>● Hold a first-aid certificate.</li> <li>● Be willing to undertake further training relevant to the post.</li> <li>● Have an understanding of the education sector.</li> </ul>
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> <li>● Working in a busy administrative role, demonstrating exemplary practice.</li> <li>● Supervising the work of other staff and / or volunteers</li> <li>● Providing dedicated support to a senior manager.</li> <li>● Proven success in supporting and improving outcomes for SEND students.</li> <li>● Experience working in a SEND setting within a school environment.</li> <li>● Experience managing teams and working with external agencies.</li> </ul>	<p>In addition, the successful candidate may also have experience of:</p> <ul style="list-style-type: none"> <li>● Organising staff training.</li> <li>● Working in a school environment.</li> </ul>
Skills and knowledge	<p>The successful candidate will have the ability to:</p> <ul style="list-style-type: none"> <li>● Communicate confidently and effectively using a range of methods.</li> <li>● Effectively respond to challenges.</li> <li>● Organise tasks efficiently with strong attention to detail and accuracy.</li> <li>● Manage multiple tasks and deadlines.</li> </ul>	<p>The school would also like the successful candidate to:</p> <ul style="list-style-type: none"> <li>● Be ICT literate.</li> <li>● Be able to write in shorthand.</li> <li>● Be able to take accurate minutes.</li> <li>● Have a good working knowledge of Arbor.</li> </ul>

	<ul style="list-style-type: none"> <li>● Apply fast and accurate keyboard skills.</li> <li>● Handle highly confidential or sensitive information in an appropriate and secure manner.</li> <li>● Show discretion and confidentiality.</li> <li>● Demonstrate a strong working knowledge of office software and administration systems.</li> <li>● Demonstrate a good telephone manner when dealing with a range of callers.</li> <li>● To format and type formal letters, reports and documents.</li> <li>● Demonstrate a high level of literacy in using the internet, digital devices, software and apps.</li> </ul>	
<p>Personal Qualities</p>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>● An enhanced DBS and barred list check.</li> <li>● Excellent verbal and written communication skills.</li> <li>● Excellent time management and organisation skills.</li> <li>● A flexible approach towards working practices.</li> <li>● High expectations of self and a desire to maintain professional standards.</li> <li>● The ability to work both as part of a team and independently.</li> <li>● The ability to maintain successful working relationships with colleagues.</li> <li>● A commitment to empowering and supporting others.</li> </ul> <p>The successful candidate will be:</p>	

	<ul style="list-style-type: none"><li>● Committed to promoting high quality and consistent practices.</li><li>● Dedicated to their professional development and that of others.</li><li>● Able to plan and take control of situations.</li><li>● Committed to contributing to the wider school and its community.</li><li>● Capable of handling a demanding workload and successfully prioritising work.</li><li>● Professionally assertive and clear thinking.</li><li>● Able to quickly adapt to changes.</li><li>● Friendly, committed and approachable.</li><li>● Able to establish and maintain effective working relationships at all levels.</li><li>● Able to self-evaluate learning needs and actively seek learning opportunities.</li></ul>	
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