

## Personal Assistant: Job Description



Salary: from £18,000 up to £25,000 Per Annum

This will be a term time contract of 39 weeks plus 4 weeks and is pro-rated down. **Example: £25,000.00 per annum full time will be pro rated down, with an annual wage of £20,673.76.**

Stone Soup Academy is an outstanding 13-16 Alternative, Free School Academy based in the historic lace market in the centre of Nottingham. We meet the needs of up to 80 young people who have been excluded or are at risk of exclusion from mainstream school.

Stone Soup Academy is a vibrant, wonderful and outstanding place to work filled with energy and enthusiasm both from the staff and our students.

The rewards are immense including a generous holiday allocation and an additional 1 day for your birthday, private health care after successful completion of your 6 months probationary period. All this in addition to a competitive salary and the joy of working in an outstanding academy.

If you are excited by working with us then please send a **letter of application** explaining why you are the best person for this post, **CV's will NOT be accepted**. You will also need to complete an Academy application form which you can obtain from our website [www.stonesoupacademy.org.uk](http://www.stonesoupacademy.org.uk) Please send your completed documents into [admin@stonesoupacademy.org.uk](mailto:admin@stonesoupacademy.org.uk) .

<b>Post:</b>	Personal Assistant to Principal
<b>Responsible to:</b>	Operations Manager
<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>● To provide comprehensive secretarial and administrative support to the Principal of Stone Soup Academy requiring discretion, confidentiality and decision-making.</li><li>● To provide a diary management service and basic administrative support to the wider Senior Leadership Team.</li><li>● To undertake activities as directed by the Operations Manager</li><li>● To Act as a Deputy DSL for safeguarding within the safeguarding team</li><li>● Manage the Single Central Record</li><li>● Administer recruitment</li></ul>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"><li>● Provide a high level, full and confidential dictation, word processing and office administration service to the Principal. To ensure that correspondence, papers and other material are produced to high standards of timeliness, accuracy and presentation.</li></ul>

## Personal Assistant: Job Description



	<ul style="list-style-type: none"> <li>● Utilise a wide range of computer software packages in the compilation of high-quality presentations, reports, correspondence and other documentation on behalf of the Principal.</li> <li>● Act on own initiative and with minimum guidance, to undertake research and compile relevant briefing papers for the Principal.</li> <li>● Establish, develop, maintain, monitor and review personal filing, record keeping and administration systems, whether manual or computerised, and to ensure that the Principal's correspondence, papers and other items are current, accessible and secure.</li> <li>● Arrange travel and accommodation, take notes or dictation at meetings and provide general assistance during presentations.</li> <li>● Meet and greet visitors at all levels of superiority.</li> <li>● Receive and direct incoming / outgoing mail and email and undertake acknowledgements. Prepare standard replies to correspondence. Progress and chase items to ensure prompt and adequate reply by staff to whom correspondence has been referred and to keep the Principal informed accordingly.</li> <li>● Manage in full the email account of the Principal, prioritise emails as required.</li> <li>● Provide reception for visitors, screen and prioritise telephone calls and incoming mail / email and reply directly or re-assign to others.</li> <li>● Manage the diary, schedule appointments, organise meetings and bring forward items of business which assist the Senior Leadership Team to prioritise activities and secure the most effective use of time. Administer meetings as required.</li> <li>● Organise meetings and ensure that the Senior Leadership Team is well prepared for meetings.</li> <li>● Prepare and assemble agendas and service meetings as required, working in close liaison with other team members as necessary.</li> <li>● Ensure that the Senior Leadership Team's personal administration and itinerary requirements are met effectively and reliably.</li> <li>● Work outside normal office hours as required in order to meet the variable nature of workloads and deadlines.</li> <li>● Cover periods on reception during holidays / periods of staff absence as required.</li> <li>● Minute meetings as directed by the Principal / Operations Manager</li> <li>● Monitor and maintain health and safety within the work area and comply with Health and Safety policies.</li> </ul>
<p><b>General Duties:</b></p>	<ul style="list-style-type: none"> <li>● Provide reports to the Principal and Senior Leadership Team &amp; Governors as required.</li> </ul>

## Personal Assistant: Job Description



	<ul style="list-style-type: none"> <li>● Provide support to the Administration Team as required.</li> <li>● Attend key after Academy events and fully participate in training days.</li> <li>● Attend staff training and briefings as required by the Principal.</li> <li>● Attend Middle and Senior Leadership meetings as required by the Principal.</li> <li>● Any additional responsibilities as expected at this level.</li> </ul>
--	---

### Person Specification Personal Assistant to Principal

Attributes	Essential	Desirable	Measured
<b>Qualifications and Experience</b>	Grade C or above in GCSE English and Mathematics (or equivalent) 'A' Level or equivalent qualification Minimum of two years' relevant experience in administrative/secretarial/PA position Efficient in the use of SIMs Formal Secretarial qualification	DSL training Experience of working in a school/academy Nova T Data tracking and reporting Experience in the use of assessment manager	Application References

## Personal Assistant: Job Description



<b>Working with Others</b>	Ability to supervise Ability to communicate with people at a high level, e.g. Principal, Trust Board, CEOs, Members Ability to make complex administrative/meeting arrangements including agenda preparation and note taking Ability to exercise judgement in dealing with visitors and telephone enquiries Flexible approach to working in a team Ability to build and maintain mutually beneficial relationships with other organisations and individuals		Application Interview References
----------------------------	--	--	--

## Personal Assistant: Job Description



<p><b>Personal Effectiveness</b></p>	<p>A completer-finisher          Highly-motivated self-starter with the initiative to make things happen          Excellent organisational skills, and ability to effectively prioritise time and work          Driven by a desire to make a difference          Ability to manage a busy diary          Ability to develop filing and administrative systems with minimal guidance          Ability to work under pressure to meet strict deadlines          Ability to solve problems in a constructive manner          Ability to set and work within quality standards          Ability to deal sensitively with confidential information          Ability to research information and prepare briefing notes          Good numeric and literacy skills          Pleasant, tactful and diplomatic manner          Resilient in the face of adversity          Positive can do attitude          Excellent sense of humour</p>		<p>Application          Interview          References</p>
--------------------------------------	---	--	---

**Please note:** Stone Soup Academy is committed to safeguarding children practices, any appointment will be subject to an enhanced DBS check and successful references.