**Job Description**

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

|  |  |
| --- | --- |
| **Post** | Personal Assistant to Principal  |
| **Responsible to** | Principal |

Purpose Of The Job:

To work as part of the administrative team in supporting the school in attaining its aims and objectives by providing secretarial support to leadership team and acting as Clerk to the Governors by arranging and attending all meetings, taking minutes, and providing general support for the effective conduct of their business. Working in close liaison with the leadership team, taking decisions on day-to-day operational matters within guidelines of workplans, policy, procedure etc.

Main Objectives:

1. Provide timely and effective operation of secretarial and administrative support to the Principal and Deputies and other members of the Leadership team in accordance with good secretarial practice.
2. Act as Clerk to the Governors to ensure timely and effective support by attending and minuting all meetings and providing a general support to ensure the effective conduct of their business in accordance with articles of government including handling post, arranging meetings, co-ordination of agenda and agenda items, carrying out research etc.
3. Ensure the effective operation of the Head's personal office to ensure the efficient discharge of functions to Governors, teachers and parents including hospitality arrangements and management of the Headteacher’s diary.
4. Assist the School by maintaining good relationships with staff, parents, governors, contractors representatives and external agencies in order to promote the objectives of the School.
5. Generate correspondence and reports of a routine nature. Completion of forms and returns required by Department of Education & employment.
6. Prepare recruitment material for all posts, arrange for advertisements to be placed, ensure the shortlisting and interviewing panel to receive copies of application forms and informing shortlisted candidates of interview. Arrange hospitality for interviews.
7. Ensure that all staff records are kept up to date and secure, including logging all sickness and other absences.
8. Open, sort, log and distribute incoming mail.
9. Co-ordinate the allocation and programming of the work of clerical support posts to ensure that the needs and priorities of the School are met.
10. Any other duties relevant to the post.