**Northern Education Trust – Job Description**



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| **Job Title:** | PA to Principal / Office Manager (No BM) | **JE Reference** | | | JE370 |
| **Base:** | Academy | | | | |
| **Reports to:** | Principal | | **Grade:** | Grade 6  SCP 23 - 25 | |
| **Service responsibility:** | Office staff | | **Salary:** | £32,076.00-  £33,945.00  (FTE, Salary to be pro rata) | |
| **Additional:** | Some travel may be required across NET sites | | **Term:** | 37 hours, 41 weeks | |

**JOB PURPOSE**

* To provide efficient and effective support to the Principal as required
* To work proactively, innovatively and responsively to provide excellent administrative support to the academy administration office
* To Line Manage office staff
* To build and develop relationships with staff at all levels

**JOB SUMMARY**

1. Line Management responsibility of the academy’s administration function, including performance and operational management
2. Assist SLT with the implementing and monitoring of Performance Management
3. Manage the administration of exclusion letters, relevant documentation and arranging student discipline meetings.
4. Build relationships and liaise with the Local Academy Council and Group Directors on appropriate matters

**Leadership & Strategy**

1. Attend Senior Management / Leadership Team, full Academy Council and appropriate sub-committee meetings when required.
2. Negotiate and influence strategic decision making within the academy Senior Management/Leadership Team
3. Plan and manage change in accordance with Trust plans and procedures
4. To lead and manage all administration staff, carrying out performance management

**Administration Management**

1. Manage the whole academy administrative function and lead all administration staff
2. Design and maintain administrative systems that deliver outcomes based on the academy’s aims and goals
3. Manage systems and link processes that interact across the academy to form complete systems
4. Define responsibilities, information and support for staff and other stakeholders
5. Develop process measures that are affordable and that will enable VfM decisions for those managing resources
6. Establish and use effective methods to review and improve administrative systems

**Management Information Systems & ICT**

1. Support the approach of the Trust Director of ICT for existing use and future plans to introduce or discard technology in the academy
2. Consult with relevant Trust Directors to introduce new technology or improve existing technology for different purposes

**Human Resource Management**

1. To embed and implement on behalf of the Trusts Director of HR all equality, recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures to comply with legal and regulatory requirements
2. Monitor the way policies and procedures are actioned including first aid and paediatric training (Maintain google sheets as a document to ensure all staff have relevant training) and provide support where necessary
3. Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
4. Seek and make use of specialist expertise in relation to HR issues

**Financial Resource Management**

1. Evaluate information, and consult with the Senior Team and Academy Councils
2. To manage with the Principal, the academy payroll and expenses / travel.
3. Advise Principal if fraudulent activities are suspected or uncovered
4. Identify additional finance required to fund the academy’s proposed activities
5. Maximise income through lettings and other activities
6. To undertake financial transactional and support Internal Audit activity when necessary

**Facility & Property Management**

1. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
2. Ensure the safe maintenance and security operation of all academy premises
3. Manage the maintenance of the academy site including the purchase and repair of all furniture and fittings
4. Ensure the continuing availability of utilities, site services and equipment
5. Follow sound practices in estate management and grounds maintenance
6. Monitor, assess and review contractual obligations for continuous VfM in all type of service delivery models
7. Ensure a safe environment for the stakeholders of the academy to provide a secure environment in which due learning processes can be provided
8. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
9. Manage the letting of academy premises to external organisations, for the development of the extended services and local community requirements.
10. Support the Head of Finance in obtaining and maintaining professional advice on insurance and implement / manage such schemes accordingly

**Health & Safety**

1. Act as the academy’s Health & Safety Co-ordinator and Fire Officer
2. Plan, instigate and maintain records of fire practices, alarm tests and incidents alongside the Site Supervisor
3. Ensure Trust written academy health & safety policy statement is clearly
4. communicated and available to all people
5. Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
6. Enable regular consultation with people on health and safety issues
7. Ensure Trust systems are in place to enable the identification of hazards and risk assessments including the completion of a termly risk register for the principal.
8. Ensure Trust systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team and where appropriate with the Trust Director of Estates the Health & Safety Executive

**GDPR/Information Security**

1. Act as the GDPR lead in the academy and be the first point of contact in the academy for any matters relating to data protection
2. Be the assigned Information Asset Owner (IAO) in the academy for NET systems, e.g. SIMs. Understand what information is held, what is added and what is removed, how information is moved and who has access and why
3. Responsibility for delivering training to staff throughout the life cycle of their employment, including information governance compliance, e.g. GDPR; following up non-attendance at training
4. Ensure operational compliance with all policies, including the records management and retention policy
5. Report potential breaches to the Trust Data Protection Officer; maintaining a log and reporting appropriate information on the dashboard, presenting monthly at Business Services Meetings
6. Collate information in order to run the Pupil/Workforce Census to gain the correct funding for the academy
7. Maintain an accurate Single Central Record for the academy and ensure that all relevant information for new staff is checked and recorded

**Corporate**

1. To carry out corporate duties on behalf of the principal including management of the academy credit card.

**GDPR**

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

**Safeguarding**

1. To follow all safeguarding and child protection policies and procedures
2. This role wholly or mainly involves working with children

**General**

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: …………………………………… Date: ……………………………….