

THE BUSHEY ACADEMY

JOB DESCRIPTION AND PERSON SPECIFICATION **Personal Assistant to the Senior Team**

Job Description

The senior leadership team being supported will comprise of two Vice Principals and the Director of Learning, 11-16.

Job Purpose

- To provide efficient and comprehensive administrative support directly to the senior team.
- To provide an efficient, personal and confidential secretarial service to the senior team

Duties

- Scheduling and managing all elements of appointments and meetings for the senior team
- Handling of all forms of correspondence for the senior team promptly and appropriately, prioritising them for action.
- Dealing with incoming communications for the senior team – telephone calls, e-mails, faxes.
- Preparation and presentation of senior team's correspondence, reports, policies and other communications.
- Maintaining the senior team's records and archives.
- Receiving and welcoming visitors on behalf of the senior team, including making refreshments for visitors and meetings where required.
- Administration of records and returns (including some financial) for the Department for Education and Skills and Hertfordshire County Council where required.
- Point of daily contact for the site team
- Undertake research on behalf of the senior team, e.g. DfE circulars and websites.
- Administration of the senior team's offices, where required
- Any other task reasonably requested by the Principal.

Person Specification

	Essential	Desirable
Attributes		
Five or more GCSE Grade C or equivalent including English and mathematics	✓	
Good ICT skills, including Microsoft Word, Excel and Outlook	✓	
Excellent organizational skills	✓	
An understanding of accounting principles		✓
Ability to be flexible and use your own initiative	✓	
Ability to work calmly under pressure	✓	
Ability to work confidentially	✓	
Excellent record of attendance	✓	
Ability to work well in a team	✓	
A sense of humour		✓
Ability to think originally and creatively	✓	
Positive attitude	✓	
Energy and enthusiasm	✓	
Warmth and sensitivity		✓
Commitment to the Academy and the students we serve	✓	
A belief that students come first	✓	

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.
This job description is current but, following consultation with you, may be changed by the Principal to reflect or anticipate changes in the post which are commensurate with the salary and job title.