

<b>JOB DESCRIPTION</b>			
<b>JOB TITLE</b>	Executive PA to SLT	<b>SALARY</b>	£16,750.36 - £17,946.82 (£28,770 to £30,825 Full time equivalent)
<b>RESPONSIBLE TO</b>	Senior Leadership Team	<b>LOCATION</b>	UTC Reading
<b>DIRECT REPORTS</b>	Headteacher	<b>HOURS</b>	Part Time, 24 hours per a week, Term Time only + 3 weeks
<b>TEAM</b>	Administration	<b>LAST REVIEWED</b>	June 2024
<b>Signatures (employee and line manager)</b>			
<b>MAIN DUTIES AND RESPONSIBILITIES</b>			

The following key tasks and responsibilities summarise the main aspects of the job. They will be reviewed periodically and amended by agreement to ensure the effective operation of the College and to foster development of the individual

To act as first point of contact for all PA (including HR) related enquiries.

To provide confidential, high quality and timely secretarial, administrative and HR support to the Headteacher

To contribute to the efficient operation of the administrative function of the school.

To contribute to the overall ethos, work and aims of the school. Appreciating and supporting the role of other professionals and establishing constructive relationships

Contribute to the delivery of an effective high-quality service across the range of payroll and human resources, liaising with staff, parents, governors and the local community and other agencies on behalf of the Headteacher and Senior Team

The post-holder may also be asked to carry out other tasks not included here that relate to the efficient running of the school.

<b>MAIN DUTIES AND RESPONSIBILITIES</b>		
<b>Key responsibilities</b>	<b>Activities that are likely to be carried out</b>	<b>Suggested Frequency</b>
Providing support to the Headteacher and two Senior Leaders	<ul style="list-style-type: none"> <li>• Handling Confidential Information</li> <li>• Managing Calendars</li> <li>• First port of Call for Senior Team</li> <li>• Administrative and HR duties</li> <li>• Liaising with Payroll and uploading adverts to TES etc.</li> </ul>	Daily Weekly Daily
Supporting communication between stakeholders, executives, and their wider teams	<ul style="list-style-type: none"> <li>• Sending Newsletters Home</li> <li>• Coordinating responses to parents and stakeholders</li> <li>• Arranging meetings for Headteacher and SLT</li> </ul>	As required Daily
Managing the scheduling of agendas, mail, emails, calls, travel arrangements, and more	<ul style="list-style-type: none"> <li>• Managing Calendar; managing QA visits and schedules</li> </ul>	Daily Monthly As required
Organising and maintaining office systems	<ul style="list-style-type: none"> <li>• Clear documentation and organisation so school can function</li> </ul>	Daily
Providing administrative support in meetings, providing documents, and taking notes	<ul style="list-style-type: none"> <li>• Note taking in SLT or parent meetings</li> </ul>	When required
Producing monthly executive reports, letters, presentations, and graphical information	<ul style="list-style-type: none"> <li>• Support in collating Governor papers, working with HR on absence and reporting</li> </ul>	Monthly
Maintaining records of outstanding expenses, issues and ensuring a quick resolution	<ul style="list-style-type: none"> <li>• Collating expenses from Invigilators and staff</li> <li>• Liaising with payroll provider to resolve queries</li> </ul>	Daily Monthly
Supporting HR in various activities to do with the UTC	<ul style="list-style-type: none"> <li>• Collating expenses and placing on payroll</li> <li>• Placing adverts and JD on websites to support recruitment</li> <li>• Manage absence procedure on site and chase RTW paperwork</li> <li>• Changing contracts when needed</li> <li>• Carrying out recruitment checks of potential new employees</li> </ul>	Weekly Monthly

Supporting the Headteacher with the Single Central Register	<ul style="list-style-type: none"><li>• Making sure Single central register is up to date with any changes.</li><li>• Monitor and meet with Headteacher and HR to review register regularly so this is compliant.</li></ul>	Weekly On going
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## PROFESSIONAL CONDUCT

All staff are expected to:

- Follow the UTC's Appraisal Policy
- Make the most efficient and effective use of human, financial and material resources
- Be aware of and responsive to the changing nature of the UTC, adopt a flexible and pro-active approach to work and contribute to a range of cross-college initiatives to facilitate the delivery of key business objectives
- Participate in UTC developments; attend internal and external meetings and training programmes relevant to the performance and execution of the duties of their post
- Be conversant with and operate all appropriate information technology resources available and to keep abreast of developments in this area
- Participate in the development of a responsive customer centred approach to service delivery
- Ensure compliance with all UTC policies, procedures and regulations and assist in the implementation of decisions.
- Give good notice of any absence in line with the UTC's Absence Management Policy.
- Adhere to general standards of conduct embodied in UTC policies
- Provide an education service which, actively promotes equality of opportunity and freedom from discrimination, demonstrating the UTC encourages the valuable and enriching contribution, which people from a range of backgrounds and experiences can bring to the life and development of the organisation
- Work within any legislation to which the UTC is bound by law
- Make the most efficient and effective use of resources being aware of budget implications
- Responsibility to promote and maintain a safe and healthy environment for yourself, all other staff and students
- Responsibility to respect the UTC Community and abide by the Equality policy Report any incidence of bullying/harassment as part of the safeguarding statement and procedures

## GROUP/ EMPLOYEE RESPONSIBILITIES

- To always work and act in accordance with the Trust's Vision, Values and Strategic Plan
- To demonstrate professional behaviours and Attributes
- To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning Education Trust's policies and procedures
- To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated
- To be accountable for own safety and that of colleagues/ visitors to the workplace
- To work in a flexible manner and be willing to undertake other duties as reasonably requested

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the UTC and the professional development of the staff.

This job description may be reviewed at any time in consultation with the post holder.

QUALIFICATIONS & EXPERIENCE		TECHNICAL COMPETENCIES /KNOWLEDGE/SKILLS		BEHAVIOURAL SKILLS/PERSONAL ATTRIBUTES			
Qualifications		Essential	Desirable	Equality and Diversity			
Essential	Desirable	<ul style="list-style-type: none"> <li>Discretion and trustworthiness: You will often be party of confidential information</li> <li>Flexibility and adaptability</li> <li>Good oral and written communication skills</li> <li>Organisational Skills and the ability to multi-task</li> <li>The ability to be proactive and take the initiative</li> <li>Tact and diplomacy</li> <li>Communication skills</li> <li>A knowledge of standard software packages and the ability to learn company-specific software if required.</li> <li>Excellent interpersonal skills</li> <li>Detail-orientated</li> <li>Focused and responsive</li> <li>Some HR experience</li> </ul>		Essential	Desirable		
<ul style="list-style-type: none"> <li>GCSE;s in English and Mathematics.</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate professional qualifications</li> </ul>			<ul style="list-style-type: none"> <li>Demonstrable knowledge and understanding of, and commitment to, equality of opportunity and inclusive education</li> <li>Ability to integrate equality policies into service delivery and employment practices</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of appropriate national standards</li> <li>Understanding of multicultural issues in the context of a secondary school</li> </ul>		
Experience				Other requirements			
Essential	Desirable			Essential	Desirable	<ul style="list-style-type: none"> <li>Ability to work well under pressure</li> <li>Good attention to detail</li> <li>Uses initiative</li> <li>Good communication and ambassadorial skills</li> <li>Ability to turn hand to anything, particularly during early phases</li> <li>A 'can do' attitude</li> </ul>	
<ul style="list-style-type: none"> <li>Administrative experience supporting a manager</li> </ul>	<ul style="list-style-type: none"> <li>2yrs+ PA experience</li> </ul>						



# ATTRIBUTES



## PROFESSIONAL

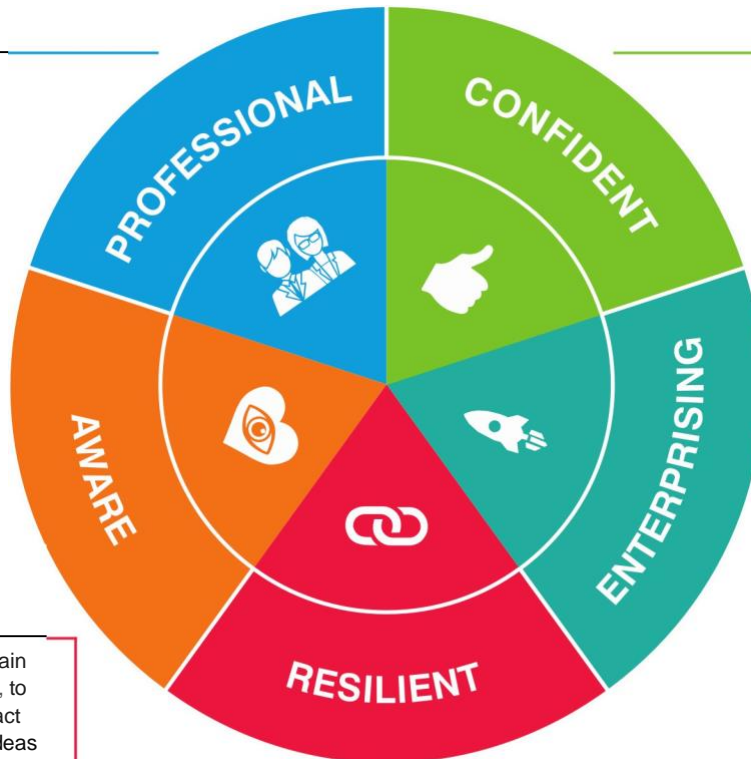
Employees work together collaboratively, building positive relationships to achieve great results, whilst communicating confidently and sensitively using appropriate technology, and always acting as an ambassador for their Department, Faculty, Team and the wider Activate Learning Group.

## AWARE

Employees recognise and understand emotions in themselves and others and are able to use this awareness to manage and adjust their behaviour and relationships.

## RESILIENT

Employees have the ability to sustain their energy levels under pressure, to cope and adjust to change and react positively and proactively to new ideas and ways of doing things, viewing change as a positive opportunity.



## CONFIDENT

Employees are positive in their approach, understand the needs and aspirations of their learners, colleagues and customers and feel assured within the principles of the Learning Philosophy to motivate and influence themselves to succeed, articulating how their contribution makes a difference.

## ENTERPRISING

Employees approach problems and challenges positively, demonstration a desire to deliver new ideas and offer fresh insights, whilst continuously learning and improving to make a positive contribution to their Department, Faculty, Team and the business as a whole.

***This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.***

***Diversity Statement***

*Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Trust. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.*

***Health and Safety Statement***

*All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.*

***Safeguarding Statement***

*Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment. We undertake social media checks on all shortlisted candidates in accordance with DFE statutory guidance 'Keeping Children Safe in Education 2022'.*