



Dayspring Trust
Venerable Bede Church of England Academy
Ian Ramsey Church of England Academy



Dayspring Trust is a company limited by guarantee (Company Number 8310825) and exempt charity registered in England and Wales

Registered Office: The Venerable Bede Church of England Academy, Tunstall Bank, Sunderland, SR2 0SX

Executive Headteacher: Mrs G A Booth (BA Hons/M.Ed)

Job Description

Job Title: Personal Assistant (PA) to Executive Headteacher

Salary Range: £22,531 - £23,442

Hours: 37 hours per week - 38 weeks Term Time plus 10 days (negotiable)

Responsible to: Executive Headteacher

Job Purpose

- Provide high level administrative support to the Executive Headteacher
- Representing Dayspring Trust at a high level, offering exemplary customer care and correspondence at all times
- Deal with highly confidential and sensitive issues
- Liaise with Dayspring Trust Directors and Academy Council's on governance and HR related issues

Duties

The duties of the post are numerous and, whilst the following list is not meant to be totally comprehensive, it can be used as a guide to the nature and role of the post.

1. Responsible for managing Executive Headteacher diary and emails ensuring that appropriate action is taken.
2. Manage all incoming/outgoing correspondence: paper based and email.
3. Prepare correspondence and reports for the EHT, ensuring that all such correspondence is processed accurately.
4. Arrange accommodation and transport/travel for meetings and conferences.
5. Preparation and distribution of agendas, paperwork and minute taking for meetings as required.
6. Administration of paperwork and preparation for investigations and casework, for example disciplinary, as required by the Executive Headteacher.
7. Provide hospitality for Executive Headteacher meetings.
8. Maintain confidentiality at all times.
9. Prepare and file documentation required for meetings.
10. Maintain an orderly and accurate filing system.

11. Liaise with the Personal Assistant to the Headteacher (Venerable Bede) to ensure that the SLT suite is staffed at all times.
12. Update 'Get Information About Schools' (GIAS) portal with governance details.
13. Update governance structure information on each academy website.
14. Update trustees' attendance following governance meetings on each academy website.
15. On behalf of the Executive Headteacher, liaise with outside agencies on ad hoc projects involving marketing, designing and printing Trust related publications.
16. Ensure that the school websites are maintained, up-to-date and meets all current compliances.
17. Support the Executive Headteacher in advising the Governing Bodies and their committees as appropriate.
18. To carry out any other duties not specified above but which are within the purview and general nature of the post.

The post holder must promote and safeguard the welfare of the children and young people.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Academy records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The postholder must comply with the Trust's Health and safety rules and regulations and with Health and Safety legislation.

This job description is subject to regular review which can be initiated by the Executive Headteacher.

Created: March 2021