

**THE BISHOP OF WINCHESTER ACADEMY  
JOB DESCRIPTION- SUPPORT STAFF**

**Section One  
General information**

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| <b>Post Title</b>      | PA to Leadership Team   |
| <b>Post Holder:</b>    |   |
| <b>General Duties:</b> | <p>All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.</p> <p>All academy post-holders are expected to contribute to the development of young people and the community through the specialism of Enterprise &amp; Innovation and Mathematics.</p> <p><b>Administration</b><br/>To undertake and coordinate academy administrative tasks and provide a comprehensive support service to the Leadership Team.</p> <p>To act as an effective and efficient personal assistant.</p> <p><b>Calendar</b><br/>To have overview of the academy's calendar to keep the Leadership Team up-to-date on events added/removed.</p> <p><b>Meetings/Events</b><br/>To attend meetings, reviews and other key events, as directed by the Leadership Team, and to note take as required ensuring that accurate records are recorded and any associated administration is undertaken and distributed.</p> <p><b>Record Keeping</b><br/>To maintain and update physical and electronic files in order to ensure that information is retrievable from files as needed.</p> <p>To develop, implement and monitor, where required, new filing and/recording mechanisms and establish trackers for the Principal as appropriate.</p> <p><b>Marketing/PR</b><br/>To act as an internal and external ambassador for the academy.</p> <p>To assist the Principal with promotional tours and where necessary lead tours of prospective parents/visitors.</p> <p>To regularly ensure positive press coverage of Academy Events.</p> <p>To coordinate and publish the Academy Newsletter in partnership with the Head of Administrative Services.</p> |

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|   | <p><b>Customer Service</b></p> <p>To act as an internal and external ambassador for the academy, promoting and ensuring all contacts are dealt with in an effective, efficient and friendly manner.</p> <p>To liaise with staff, teachers, management, governors, external organisations and any other parties as required on a regular basis.</p> <p>To support and present the corporate image of the Academy.</p> <p>This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.</p> <p>This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post.</p> |
| <b>Reporting to:</b>  | The Leadership Team   |
| <b>Responsible for:</b>   | Providing an effective administrative support service to the Principal in order to ensure that he/she are able to function efficiently.   |
| <b>Liaising with:</b>   | Principal, Vice Principal, Leadership Team, Director of Finance, HR, Head of Administrative Services, external agencies as appropriate, staff and students.   |
| <b>Nature of Contract:</b>  | Standard Terms and Conditions of Support Staff  |
| <b>Salary Scale:</b>  | SCP 24  |
| <b>Disclosure Level:</b>  | Enhanced  |
| <b>Review Date:</b>   | Annually as part of the Performance Management process.   |
| <p style="text-align: center;"><b>Section Two</b><br/><b>Professional Duties and Responsibilities</b></p> |   |
| <b>Ethos</b>  | All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.  |
| <b>Self-Development</b>   | <ul style="list-style-type: none"> <li>• To continually seek development opportunities to improve personal performance</li> <li>• Vice Principal is advised of training needs.</li> <li>• Development opportunities are sought/acted upon.</li> </ul>   |
| <b>Attitude</b>   | <ul style="list-style-type: none"> <li>• To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile</li> </ul>  |

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|                         | <ul style="list-style-type: none"> <li>• Positive/constructive feedback from parents/students/visitors/colleagues/supporters will evidence supportive attitudes</li> <li>• Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively towards the development of specialisms.</li> </ul> |
| <b>Policy promotion</b> | To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.  |
| <b>Safeguarding</b>     | To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.   |
| <b>Confidentiality</b>  | To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.   |
| <b>Flexibility</b>      | To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.  |

**The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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| <p>The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.</p> |
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