To provide a professional, efficient, proactive and responsive administrative and executive support function to the Principal, Senior Leadership Team and the wider School community.

**Main responsibilities**

* To be responsible for the management of the Principal’s diary ensuring that he/she can perform his/her daily leadership and management responsibilities effectively
* To line manage the Administration Team and ensure they are deployed effectively
* To anticipate and schedule regular events and meetings and to organise all arrangements for meetings as required including the circulation of the agenda, collation of documents and hospitality.
* To take minutes at meetings as requested.
* To support the Principal with all his/her paperwork and administration, ensuring that efficient and effective electronic and manual file management systems are in place.
* To proactively support the Principal in acting as a first point of contact in responding to telephone and email enquiries received by him/her from a range of stakeholders ensuring that such communications are managed in a professional and timely manner and that any resultant actions are followed up efficiently.
* To compose correspondence, management reports, analytical documents, presentations and electronic and multi-media resources, as required, for the Principal.
* To ensure that all such documentation is of a high standard and demonstrates strong attention to detail.
* To manage the administrative arrangements associated with the external events that the Principal attends or speaks at, including the initial booking of places and associated travel and accommodation arrangements
* To act as a liaison between the Principal, Senior Leadership Team and the wider School community to ensure that matters are dealt with promptly and effectively.
* To proactively support the Principal in relation to whole School events e.g. Open Evening, ensuring consistency of approach and style.
* To sort and distribute incoming mail to the relevant parties ensuring that any required responses from the Principal or Senior Leadership Team is actioned in a timely manner
* To be responsible for the co-ordination of Complaints and Concerns received ensuring that effective communications are maintained at all times with all parties and that, where applicable, the matter raised is dealt with in School and statutory timeframes
* To support the Principal as required in responding to Subject Access and Freedom of Information requests
* To be responsible for the review of all ParentMail communications sent from the School, ensuring that the presentation and narrative are accurate, appropriate and of high standards.
* To be responsible for the production and circulation of regular Parent Newsletters, collating articles received from the Principal, Senior Leadership Team and wider School community and ensuring that the Newsletter is produced to an exacting standard
* To be responsible for the production and periodic update of the electronic Staff Handbook, liaising with staff colleagues as necessary to ensure that the information incorporated is current and accurate.
* To have an oversight of the digital platforms associated with the School, including the website and social media accounts, liaising with colleagues to ensure that the content is current and relevant and that the platforms are updated with new content on a regular basis to present a dynamic representation of School life.
* To ensure that the School website is compliant with statutory regulation.
* To lead on the whole School external communication ensuring that a high standard of presentation and narrative (including corporate standards) are used and the layout and purpose of documentation is consistent, e.g. letters, minutes, reports.

**Additional Responsibilities**

* To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential sensitive information in line with data protection legislation.
* To undertake any other reasonable duties and/or times of work as may be reasonably required in accordance with the grade and general level of responsibility within the School.
* To ensure compliance with all School and Trust policies and procedures and continually promote and support the ethos of the School and Trust.
* To be responsible for your own continuing self-development, undertaking training as appropriate. Participate in training and other learning activities and performance development as required.
* To attend meetings and school events in the evenings as the Principal requires.