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| **Job Description – Head’s PA** | |
| **Title:** Personal Assistant  **Hours:** 08:30 to 16:30 Mon – Fri | **Section:** Administration  **Reports to:** Headmaster |
| **Main purpose of the job:**   * To be responsible for confidential secretarial, administration and clerical duties relating to all aspects of the Headmaster’s work, including management of diary, correspondence, record keeping, minute taking and organising school events. * To ensure that staff, parents, pupils, visitors and third parties receive a personalised and professional service | |
| **Specific Responsibilities:**   * Carry out all confidential secretarial, administration and clerical duties relating to all aspects of the Headmaster’s work * Management of Headmaster’s diary including making travel arrangements as required * Ensure the Headmaster is briefed for all meetings with relevant correspondence, documents/presentations * Open correspondence addressed to the Headmaster and in consultation with him, take appropriate action * Take minutes at staff meetings / briefings as required and ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales * Be responsible for all the Headmaster’s administrative filing including confidential personnel files * Carry out all HR responsibilities including organising interviews and verifying all recruitment related documentation, record-keeping, absence monitoring and preparation of absence sheet for payroll, responding to HR related queries from staff and specifically with respect to the Single Central Register. * Be fully conversant with the new GDPR * Operate the SchoolMoney payment system for parents * Manage the trip payment spreadsheet * Prepare the School Diary for circulation to all parents termly * Covering reception as required * Organising of school events * Complete both the Department for Education and ISC Census annually * Manage hospitality for meetings and events/functions throughout the year * Receive and appropriately deal with e-mail correspondence * Photocopying documentation as required * Provide refreshments for visitors to the school as appropriate * Organise the Student / Teacher planners * Organise the design and printing of the school Christmas Card and distribution * School Photographs * Manage the School Calendar | |
| **Other General Responsibilities:**   * To maintain a high degree of confidentiality and respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken * Liaise with whole school staff to order stationary and school supplies as necessary * To act as point of contact for visitors to the school ensuring all visitors sign in and out of the building and wear their ‘Visitor’ badge at all times * Filing and archiving as required * Answer incoming calls and ensure they are referred to staff as appropriate * Operate as a flexible member of the Non-Teaching staff, providing administrative support as necessary to facilitate a ‘One Team’ approach * Work in the school office to support the Receptionist, Registrar / Marketing Officer if required * Be conversant with ParentMail | |
| **Resources:**   * To operate office equipment e.g. computers, copiers and phones * To use Microsoft packages as required to produce correspondence, spreadsheets and reports | |
| **General Responsibilities:**   * To be aware of and comply with policies and procedures relating to safeguarding, health and safety, confidentiality and data protection, reporting any concerns to an appropriate person * Provide a high standard of customer care to all users of the school * To be aware of and support diversity and equal opportunities for all, appreciating and supporting the role of other professionals * To contribute to the overall ethos, work and aims of the school * To attend and participate in meetings as required * To attend school open days and school events as required * To participate in training and other learning activities * Fully and positively participate in the schools appraisal system in order to develop and enhance personal and school performance * To undertake all other duties commensurate with the level of the post as required, ensuring the efficient and effective running of the school. | |
| **Personal Specifications:**   * Excellent IT skills – including intermediate or advanced level in Microsoft Word, Excel, Publisher and Powerpoint * The ability to work unsupervised and to prioritise work during peaks of commitment * Good levels of written and spoken English * Experience of working in a school or with young people would be desirable * Attention to detail * Well-presented appearance and professional manner * Understanding of the importance of confidentiality * The ability to work as part of a term and to assist others where required * Good organisational and administration skills * Maturity and a calm friendly manner even when under pressure and the ability to employ tact and diplomacy in challenging or sensitive situations. | |