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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
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| **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
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| **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
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| **Resources:** * To operate office equipment e.g. computers, copiers and phones
* To use Microsoft packages as required to produce correspondence, spreadsheets and reports
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| **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.
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| **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.
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