



Job Description

Job Title:	Projects and Internal Communications Officer
Hours of Work:	As required to carry out the functions of the role
Reports to:	Headmaster

Principal Role

The primary purpose of the post is to support the Headmaster and Senior Leadership Team in the running of the school, with a specific focus on co-ordinating the key projects that might be in progress at any one time. In 2017/18, projects are likely to include the Turberville and College Meadow building works and the curriculum review.

The post holder will also service the meetings of the Senior School, Junior School and College Leadership Teams.

He/she will be expected to be proactive in suggesting and drafting internal communications on key matters in order to keep the staff body appropriately informed.

The normal hours of work are 8:30am to 5:30pm, Monday to Friday all year round. However, there is a need to be completely flexible in order to carry out the duties and responsibilities effectively.

Main Duties

- Providing and managing confidential support to the Headmaster and Senior Leadership Team across a variety of projects, including:
 - Maintaining a high degree of awareness of the Headmaster's workload, priorities and commitments, anticipating actions and requirements on his behalf;
 - Scanning the Headmaster's horizons for tasks which are likely/due to come up or would be worthy of being completed, and completing required preparatory work;
 - Following up specific issues requiring action on the Headmaster's behalf;
 - Liaising with all parties involved in the projects to ensure that activities are co-ordinated and all actions completed;
 - Undertaking administrative tasks associated with the projects.
- Preparing and distributing internal communications to keep staff apprised of project developments and other relevant matters in a timely and appropriate manner;
- Preparing and distributing agendas for Senior School Leadership Team, Junior School Leadership Team and College Leadership Team meetings; Ensuring that follow up action points from meetings are recorded and completed;
- Helping to organising key school events e.g. Speech Day;
- Collate, update and communicate progress with regard to the School Development Plan;
- Building strong relationships with all members of the school community and beyond;
- Attending events with the Headmaster in order to provide administrative support;



- Carrying out any other reasonable requests, in line with the broad responsibilities of the role.

Person Specification

- Educated to degree level or experience commensurate with this, with an interest in education and schools;
- Experience of working as a PA or in project management in a similar or corporate environment;
- Experienced in working in a fast paced environment and able to work to tight deadlines;
- Organised with an ability to self-plan and prioritise workloads;
- Ability to deal proactively with any situation that develops;
- Strong verbal and written communication skills and the ability to show tact and diplomacy at all times;
- Good critical analysis skills for the resolution of problems and deciding which issues should be brought to the attention of the Headmaster;
- Excellent interpersonal and IT skills.

The post holder will be responsible for promoting and safeguarding the welfare of children and young persons for whom he / she is responsible, or with whom he / she comes into contact will be to adhere to and will ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he / she must report any concerns to the School's Designated Safeguarding Lead.