**JOB DESCRIPTION**

**Post:** PA to the Head

**Responsible to:** Head

**The position:**

The PA to the Head is responsible for acting as first line of contact for the Head, her diary management, the maintenance of administrative systems and filing and for general secretarial and administrative duties.  The PA to the Head is also responsible for managing staff recruitment including the Single Central Register of all staff.

The incumbent of this position comes into contact with a wide range of adults and pupils and provides a warm welcome to visitors and other contacts whilst operating at the highest professional standards in support of the Head.

**Principal accountabilities:**

***Head’s Office***

* First point of contact for internal and external enquiries for the Head; acting as a filter and responding on their behalf, where appropriate using discretion and tact to ensure telephone callers and visitors receive a professional response, and are dealt with by the appropriate person.
* Welcoming the Head’s visitors and generally acting as ‘front of house’ for the school.  Attending Open Days, concerts and other school events.
* Day-to-day management of the Head’s office including proactive diary management, email management, general correspondence, preparation of presentations and report writing.
* Oversee the Head’s travel arrangements, trains, flights, taxis, dates etc. for training, visits and trips.
* Enter financial information into budget spreadsheets for the Head.
* Open post and emails for the Head, observing privacy requirements as directed by the Head and redirecting wherever possible, keeping the Head informed of all important issues.
* Meet regularly with the Head looking at the week ahead and provide the next day’s diary with associated paperwork on the previous day.
* General administration duties for the Head including typing pupil reports, notes of meetings, teaching preparation notes and photocopying.
* Ensuring that the Head is briefed for all meetings and appointments with relevant correspondence, documents and presentations well in advance.
* Providing meeting support, including booking of rooms, refreshments and minute taking, for meetings attended by the Head as requested.
* Build a strong, professional relationship with current parents, staff and Heads of other schools so that they feel comfortable bringing routine queries to the Head’s PA.
* Liaise with members of the Board of Reference, ensuring termly meetings.  Collate and distribute documentation, attend and minute Board of Reference meetings.
* Undertake and manage special project work as requested by the Head.
* In the Head’s absence, refer matters to relevant members of the Senior Management Team (SMT) for action.
* Co-ordinate the Head’s formal meetings with pupils eg Lunch with the Head etc.
* Manage the Head’s appraisals including arranging a meeting for the Head with all staff at the end of their appraisal cycle, and diarising SMT appraisal meetings and observations.
* Prepare overview of school calendar and necessary feedback throughout the term.
* Liaise with the Registrar and Marketing Manager to ensure a smooth transition from ‘prospective’ to ‘current’ for pupils and families.
* Provide cover for Reception as required.
* Office cover during the school holiday periods.
* Be aware of safeguarding responsibilities and procedures in place in school and bring any concerns to the attention of an appropriate member of staff.
* Handle confidential information with due care.

***Staffing and Personnel***

* Take responsibility for, and process, all staff recruitment documentation, from all departments and areas of the school including verifying job descriptions and person specifications, placing job adverts, sending out application packs, collating applications received, liaising with the managers concerned to arrange interviews, checking applicants’ ID and applying for their references.  Process offer letters and contracts to successful candidates.
* Taking full responsibility for the ‘Single Centralised Register of Appointments’, ensuring all staff appointments are in line with ISI Regulations and compliant with the Government’s Keeping Children Safe in Education directive.
* Undertaking pre-employment safeguarding checks on all new staff, including, but not limited to, DBS and Barred List checks, as required.
* Advising the Head on staff personnel matters eg. disciplinaries, maternity leave etc. and ensuring that relevant policies are followed when dealing with such matters.
* Maintaining staff records, including absence records.
* Maintain filing systems and school records, in particular staff files, as appropriate.
* Own the Staff Handbook ensuring it is updated each year and sent out to staff at the beginning of each academic year.

**Person specification**

***Qualifications:***

* Educated to A level standard or degree level (desirable).

***Knowledge and Abilities:***

* Proven track record of successful support to a senior manager.
* Experience and an understanding of the day to day running of a school.  (Prep school or independent school desirable).
* Understanding of ISI compliance regulations (desirable).
* Experience of managing a Single Central Register.
* Experience and knowledge of HR, recruitment and associated staffing matters.
* Experience of diary and correspondence management.
* Experience of working with a school Management Information system (desirable).
* Demonstrate a co-operative, reliable, customer responsive attitude with a ‘can do’ approach with good communication skills both on the telephone and in person that allows effective communication at all levels.
* Excellent Google Drive, Docs, Gmail, Word and Excel skills, online calendar and email management.
* Ability to manage and prioritise multiple tasks and deadlines.
* Demonstrate an aptitude and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges be able to work under pressure and meet deadlines whilst producing work that is accurate and with a high level of numeracy.
* Good literacy skills to prepare correspondence and reports and maintain records to a high standard.
* Fast accurate secretarial skills (typing speed of 60 wpm essential), including minute taking.

***Personal qualities:***

* Demonstrate a personality that supports working within an environment with young children and be sympathetic to the school’s ethos/ aims and meet the expectations of the school’s governing body.
* Flexibility to work late occasionally or at the weekends as necessary.  Time off in lieu would be taken during the school holidays.
* Good sense of humour and ability to enjoy hard work and a busy work environment.
* Good organisational skills with strong attention to detail and accuracy.  Show good initiative.
* Discretion, tact and confidentiality.
* A creative problem solver with the ability to think ahead.
* Knowledgeable, articulate and friendly manner with the ability to work within a team and within the wider school community.

This job description identifies the principal duties of the post; it does not detail every task.  Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a growing school which requires flexibility in all of its employees.  This job description is current at the date shown but, in consultation with the post holder, may be changed by the Head to reflect or anticipate changes in the job commensurate with the job title.

January 2018

*The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*