# Eaton Square Upper School: Heads’ PA Job Description

**Job Profile**

The Heads’ PA will provide an organised and effective PA service to the Head (Upper) and the Head (Lower). He or she will oversee the running of the administrative team and ensure a friendly, effective and highly professional service is provided to all.

**Accountabilities**

* Hold regular diary meetings with the Heads and manage their diaries.
* Respond to Heads appointments which come through Reception and/or Admissions
* Field telephone calls
* Welcome prospective parents and offer refreshments in conjunction with the Registrar
* Book rooms, catering and IT for meetings and events
* Arrange cover for lessons as and when required for all staff
* Assist in the coordination and arranging of trips including communication with parents
* Administration of the School calendar in conjunction with the Receptionist and Registrar
* Chase pupils/parents for replies to queries and/or requests in conjunction with the Receptionist
* Coordinate the production of award labels and certificates
* Maintain confidential pupil files in alphabetical order by surname
* Fulfil any correspondence on behalf of the Heads as requested
* Completion of expenses and credit card statements
* Arrange any travel as required by the Heads
* Keep the resources room stocked with sufficient stationery for staff and pupils
* Assist with organisation of Parents Evenings, Open Events and Staff Events
* Minute staff meetings as requested by the Heads
* Be the first point of call for parent complaints
* Keep the prep school and PTA informed of events and timings as required
* Proofread reports
* Coordinate the School photo and individual pupil photographs
* Oversee the Evolve process for educational visits
* Produce the weekly staff bulletin and week ahead to parents
* Maintain an overview of information on the School website
* Assist in the creation of job descriptions and liaise with Head of HR and Compliance
* Respond to applicant queries and update them on the recruitment process where necessary
* Assist in the production of welcome packs and information for successful candidates
* Ensure Schoolbase is kept up to date and fully utilised
* Manage the Receptionist
* Generic administrative support and ad hoc requests as they arise

**Experience and Skills**

* A high degree of computer literacy (particularly Microsoft Office applications).
* An excellent telephone manner.
* Good organisation skills and the ability to prioritise and manage tasks.
* An eye for detail and accuracy.

**Personal Attributes**

* Friendly, warm personality, with the ability to remain calm under pressure.
* The ability to deal with a variety of people and situations (both personally and on the telephone).
* A flexible approach to work mornings/evenings/weekends if required.

In addition, you may also be expected to assist with any other duties as may be reasonably required and commensurate with the post from time to time as directed by the Heads.

**NB This list is not exhaustive and this job description may be amended to meet the demands of the School or by request of the Line Manager.**