



## **Job Description**

### **Headmaster's PA and Office Manager**

#### **JOB PURPOSE**

To act as personal assistant to the Head and to manage the operations of the School Office

#### **RESPONSIBLE TO**

The Head

#### **TEAM RESPONSIBILITIES**

Work closely with all members of the Senior Leadership Team and with the Head of Marketing, Communications and Admissions

#### **HOURS**

Monday to Friday: 08:00 – 17:00

#### **KEY TASKS AND RESPONSIBILITIES**

- To act as PA to the Head, managing his agenda, appointments and meetings
- To liaise with the Chair of Governors and with other members of the Governing Body
- To provide support for the Deputy Head, Assistant Head and other members of the Senior Leadership Team through the Office Team
- To manage, support, assist and develop the work of all members of the School Office Team across both school sites
- To develop the administrative systems and the working practices of the School Office in order to make them as efficient and effective as possible
- To be the main point of contact for parents who raise concerns or issues and to maintain the parental complaints file
- To liaise with the Parent Community Group, providing advice and support as necessary
- To work closely with the Head of Marketing, Communications and Admissions, providing administrative support for these functions through the Office Team.
- Undertake such other tasks as may be reasonably assigned by the Head from time to time
- Act in accordance with the policies of the School and in particular with the principles laid down in the Staff Handbook, Staff Code of Conduct and Safeguarding & Child Protection Policy

September 2018