



HAMPTON COURT HOUSE

FORTITER IN RE SUAVITER IN MODIO

Deputy Head's PA (Maternity Cover)

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Contents

Deputy Head's PA	2
The Post.....	2
The Role Description.....	2
Person Specification	3
Salary, benefits and holidays	3



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Deputy Head's PA

The Post

The Deputy Head's PA provides strictly private and confidential support to the Deputy Head, facilitating his ability to lead and manage Hampton Court House.

The Deputy Head's PA works closely with the Deputy Head and is central to the smooth running of the school's administrative structure. The Deputy Head's PA also works closely with the Head's PA/Registrar and Senior Leadership Team.

One of the Deputy Head's PA's main objectives is to minimise the time spent by the Deputy Head, or other members of the Leadership Team, on routine administration and therefore to maximise their time focused on: strategic development; purposeful interaction with staff, pupils, parents and other key people and agencies associated with the school.

The Role Description

It should be noted that this is not a definitive list. The duties of the Deputy Head's PA will be at least those listed below. It will also be necessary, at times, to work after school hours when attending or overseeing school events or meetings. The Deputy Head's PA works directly with the Deputy Head, and is accountable to him for the efficient execution of his/her duties. The Deputy Head is the line manager of this post.

1. Support for the Deputy Head
 - a. To provide general administrative support including correspondence; managing the Deputy Head's diary and forward calendar; producing briefing materials for the Deputy Head, and undertaking other such general duties and special projects as the Deputy Head may wish to delegate.
 - b. To act as a 'gatekeeper' for the Deputy Head in relation to parents and staff.
 - c. To support the Deputy Head in the prioritising of administration and his own time.
 - d. Sort through the Deputy Head's emails. Prioritise which need to be brought to his immediate attention, which need an urgent response, down to those which are for information only. Draft responses to routine emails.
 - e. Manage interview schedules for prospective staff, (including the co-ordination of first interviews of staff from abroad via Skype).
 - f. To be part of the 'public face' of the school, and of the Deputy Head's Office.
 - g. Dealing with confidential issues at the Deputy Head's direction.
 - h. Treating all conversations and meetings with the Deputy Head or other members of the SLT with discretion and confidentiality.

2. Cover
 - a. Record absence and arrange cover on the day and keep track of planned absence ensuring teachers are arranging cover with their Head of Department.
3. Book Ordering
 - a. Order books, DVDs and end of year prizes. There will be a large order of books to organise during the summer holiday for the start of the new academic year.
4. HR Admin
 - a. Place adverts on TES and the school's website for positions vacant.
 - b. Act as point of reference for candidates.
 - c. Request references for candidates.
 - d. Draft interview schedule and offer letters (liaising with Deputy Head).
 - e. Keep candidates informed of their application status.
 - f. Request DBS online for new members of staff, copy ID for staff file.
 - g. Provide new joiners with staff handbook and safeguarding policy.
5. The School Website
 - a. Upload posts, vacancies, bios and basic editing/updating.
 - b. Ensure policies are up-to-date on the website.
6. Proofreading
 - a. Proofread and format all letters for the Deputy Head's approval.
7. Music
 - a. Check the music schedule on a weekly basis for clashes.
8. Meetings
 - a. Convening meetings and producing agenda, as directed by the Deputy Head.
 - b. To minute in-school meetings (up to 9 meetings a week).
 - c. Ensure that all minutes are appropriately distributed and filed.
9. Policies and procedures
 - a. To ensure all school policies are kept up-to-date, and are appropriately distributed and filed following a change.

Person Specification

	Essential
An excellent standard of spoken and written English	✓
Ability to work discreetly with confidential and sensitive information	✓
PA experience with strong secretarial skills	✓
Excellent interpersonal skills	✓
Strong IT skills	✓
Strong written and oral communication skills at all levels	✓
Excellent minute-taking skills	✓
Efficient co-ordination and prioritisation of workload	✓
Ability to act quickly and calmly under pressure whilst maintaining attention to detail	✓
Good sense of humour	✓

Salary, Benefits and Holidays

The Deputy Head's PA will work 5 days per week. During term time office hours will be 8 am to 5 pm, although it should be noted that attendance at meetings and key promotional events, which will not attract additional salary, will require attendance outside these hours. During school holidays office hours will normally be 9 am ~ 3 pm (including an hour for lunch), unless these need to be modified as a result of the need to supervise an on-going project.

Annual leave must be taken during the school holidays and will be 22 days pro rata.

The salary this post will attract will depend on experience. The Deputy Head's PA may take meals in the dining room free of charge during term time. The school has an excellent reputation for its food.

Hampton Court House is committed to protecting the well-being of its pupils through safe recruiting practices. As a result the successful candidate will be required to pass a full Disclosure and Barring Service check and be medically fit to undertake the post.