



# FOREST SCHOOL

## PA TO HEAD OF THE PREPARATORY SCHOOL

### JOB DESCRIPTION

The role of the PA to the Head of the Preparatory School is to provide support across all areas of his responsibility through a full confidential, high quality executive assistant and secretarial service. This includes dealing with governors, members of the senior leadership team, teaching staff, parents and visitors to the school on his behalf. The PA to the Head of Preparatory School would work closely with other members of the School's Administrative Team and also with external agencies, promoting a positive image of the school.

The PA to the Head of the Preparatory School will often be the first point of contact between the School and parents and therefore must have the ability to communicate in an efficient and friendly manner and above all with a sense of humour. It is important to develop continuity and consistency and a day-to-day rapport with pupils and staff showing appropriate care and concern for parent and pupils needs. The successful candidate will be an extremely high calibre person with excellent proven administrative and computing skills (including Excel spreadsheets and related formulae, PowerPoint and Outlook) together with an understanding of preparing and monitoring budgets. They will be proactive with a "can do" approach and able to work on their own initiative.

#### **Principal responsibilities** (subject to development):

- Initiate, organise and manage all aspects of the Head of the Preparatory School's business to ensure the effective running of the Preparatory School
- Act as the first line of response to internal and external enquiries
- To demonstrate appropriate empathy in dealings with all Preparatory School pupils, staff and parents
- To ensure the smooth running of the Preparatory School Office and all the Preparatory School's administrative requirements

#### **Additional responsibilities:**

- Produce high quality reports, letters and other correspondence for the Head of the Preparatory School

- Ensure that the Head of the Preparatory School has all relevant documentation when attending meetings
- Organise travel arrangements on Head of the Preparatory School's behalf including booking travel, as required
- Use iSAMS to obtain information on behalf of the Head of the Preparatory School, as required
- Liaise with Admissions and Marketing teams on Head of the Preparatory School's behalf, as required
- To manage the Head's diary, arranging meetings both internal and external
- To monitor the Head's inbox and respond to emails on his behalf, as appropriate
- To support and assist the Admissions Office in the preparations for and running of 4+, 7+ and ad hoc admissions
- To manage late prep arrangements
- To be in daily contact with Preparatory School staff and pupils, providing assistance and guidance as required
- To liaise with the School Medical Department regarding health and well being of Preparatory School pupils including allergies and conditions
- To maintain all filing and database systems in line with the Data Protection Act with particular regard to pupil and staff files
- To prepare and maintain the Preparatory School Staff Handbook, the Pre-Prep and Prep School Parent Handbook
- To arrange distribution of letters and notices throughout the school
- To manage and distribute the weekly Prep School newsletter *The Gloucester*
- To assist the HR Department, as required, in the recruitment processes for Preparatory School staff
- To assist at and attend School Open Days/Mornings, Entrance Examinations, Parents' Evenings and other special events as requested by the Head of the Preparatory School
- To arrange catering requirements for all Preparatory School functions
- To keep up-to-date with all ISI regulatory requirements in the Preparatory School context
- To keep up-to-date and comply with Health and Safety issues in relation to IT and office machines
- To carry out Risk Assessments within the office environment, as required
- To prepare and verify Preparatory School entries for the School Calendar
- To provide to Accounts an accurate termly analysis of additional charges to pupils
- To provide Accounts with all relevant information on new pupils and those leaving
- To oversee monies pertaining to school trips
- Carry out any other reasonable duties as required by the Head of the Preparatory School

## **Person Specification:**

- Experience of supporting senior management in an educational setting
- A high standard of general education
- Discretion, confidentiality, loyalty and trustworthiness
- Well-developed written communication skills with high standards of literacy
- Excellent administrative and organisational skills with the ability to prioritise, manage tasks and meet deadlines
- A high level of proficiency in the use of ICT, including Word and Excel
- Excellent interpersonal and communication skills, both face-to-face and on the telephone
- Ability to research, digest, analyse and present material clearly and concisely
- Common sense and initiative
- Proactive with ability to anticipate issues in a timely manner
- An excellent eye for detail and accuracy
- A positive attitude to routine tasks
- Self-motivated and flexible with a positive can-do and professional attitude

## **General Requirements – All Staff:**

- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding and Child Protection Policy at all times
- Display correct staff identification at all times whilst on site
- Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire School staff population
- Adhere at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of you and colleagues as well as pupils, staff and visitors

## **Hours of Work:**

Average of 37.5 hours per week. This will comprise:

- **Term time:** 08.00-17:00 Monday-Friday, with one hour for lunch
- **School holidays:** 20 hours per week (hours can be flexible - by agreement with Head of the Preparatory School)
- **Required attendance:** In addition, and as part of the contracted hours, the post holder will be required to attend Open Day, Information and Welcome Mornings, Entrance Examinations and Commemoration Day (all Saturdays) as well as some evening events. Time off in lieu and additional payment will not be made for these days.
- **Holiday:** 30 days to be taken during school holidays