



## **JOB DESCRIPTION**

**Full-Time PA to the Executive Principal, Head of Senior School, Head of Prep School and Clerk to the Board**  
**8.00 am to 5.00 pm Monday to Friday**

**LINE MANAGER:** Executive Principal

### **Purpose and Key roles**

To provide a comprehensive, confidential and accurate administrative service to support the Executive Principal and the Heads of the Prep and Senior School, in addition to being Clerk to the Board of Directors. To understand and ensure full implementation of school policies and procedures in particular relating to Child Protection, Health, Safety and Welfare, Safer Recruitment, Admissions and Security. Work independently, prioritising work as necessary and without direct supervision on all routine matters.

### **Key Responsibilities**

#### **PA to the Executive Principal and Clerk to the Board**

- Responsible for confidential secretarial and administration duties relating to all aspects of the Head's work including diary management, correspondence (writing letters and drafting replies), taking minutes of meetings, preparing Board Packs, managing filing, records and databases for whole school events.
- Independently manage and decide on priorities and continuously monitor the accuracy of finished work.
- To work closely with the Chair of the Board to administer the corporate governance function
- To compile and distribute Board packs on a monthly or termly basis
- To attend all monthly Board meetings and termly Governance meetings
- Ensure high quality external communications including proof-reading all letters to parents
- Scheduling all stakeholder meetings for the Executive Principal
- Coordinating the School calendar, again in liaison with the SLT
- To assist with scheduling Parent/Teacher events
- To assist the Senior Leadership Team with administrative duties as required.
- To take minutes for all SLT meetings
- To ensure the Executive Principal has all information necessary in preparation for any appointments both in and out of school, including itineraries and travel arrangements.

## **PA to Head of Senior School and Head of Prep School**

- General administrative duties as required for the Executive Principal, as outlined above including diary management, parent liaison and general support for both the Senior and Prep School as required
- Maintaining a high degree of awareness of the Head of Senior School and Head of Prep School's workload, priorities and commitments, anticipating actions and requirements on their behalf
- To provide assistance to the Senior Leadership Team as and when required.

### **Other considerations**

- Knowing the school regulations and Health and Safety Policy and being aware of and implementing the school rules and school policies, in particular Safeguarding of Children.
- Co-operating with Radnor House Sevenoaks in all matters concerning Health and Safety and specifically to take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions at work.
- Members of staff should, at all times work within the framework provided by the school's policy statements to fulfil the general aims and objectives of Radnor House Sevenoaks.
- To undertake other such duties that may from time to time be reasonably assigned by the Head and carry out the roles outlined in this job description to the highest level.

The above statement of Responsibilities is agreed to be an accurate job description

### **PERSON SPECIFICATION**

The candidate we are seeking to appoint should match the specification below:

#### **KNOWLEDGE AND EXPERIENCE:**

- Recent and relevant training and experience in administration.
- An excellent knowledge and understanding of IT processes.

#### **SKILLS REQUIRED:**

- Excellent IT skills – specifically Microsoft 365, Onenote, MS Teams and Windows 10
- Knowledge of SIMS would be an advantage
- To have a typing speed of at least 70 words per minute
- Manage different priorities of various stakeholders.
- Ability to work effectively and support a high performing team.
- Will 'go the extra mile' in supporting the Executive Principal, Head of Senior School and Head of Prep School.
- Be comfortable in developing, implementing and managing administrative processes.
- The ability to make decisions based on analysis, interpretation and understanding of relevant data and information.
- Communicate effectively, orally and in writing to a range of audiences.
- Plan and prioritise work in a pressured and high expectation environment.
- Ability to use initiative and work alone without direction.
- Marketing experience including familiarity with digital marketing: Google, Facebook, Twitter

This is a full-time role with 25 days holiday a year.