



PA to Headmaster

Job Description

Job Purpose

To support the Head in leading the School effectively.

The PA must be trustworthy, sensitive and able to sustain the very highest levels of discretion and confidentiality.

Key Duties

- Manage the access of staff, students, parents and visitors to the Head, screening requests and dealing with as many as possible without referral.
- Manage the Head's electronic calendar and ensure that the Head has all the necessary details / paperwork in good time for each meeting.
- Plan and organise meetings, including booking rooms and arranging refreshments.
- Be proactive in answering correspondence and making phone calls on behalf of the Head where appropriate and as agreed.
- Receive visitors to the Head, making all necessary arrangements.
- Deal with all the Head's post.
- Produce a variety of documents from dictated information, handwritten and typed drafts using MS Word, Excel Publisher and Power Point. Draft initial responses when requested by Head.
- Maintain files in the Head's office, including staff files.
- Undertake accurately and efficiently a wide range of general clerical tasks such as photocopying, proof reading, answering the telephone and collating booklets.
- Support the Head in the completion and uploading of pupil reports.
- Log relevant information onto SIMS when required.
- Assist the SLT in the organisation of events as required.
- Take minutes of meetings when required by the Head.
- Assist the School Office at particularly busy times of the year.
- Maintaining the Admissions Register in accordance with ISI standards.
- To communicate with appropriate school staff all official communications regarding pupils (e.g. suspensions, changes of status (e.g. day to boarding), joining, leaving, etc.).
- Record and process information on pupil Commendations, publishing a weekly list to the Head's notice-board.
- Carry out any other reasonable duties as required by the Head.
- To attend staff meetings (distributing minutes of them as appropriate) and training sessions as required.



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HR Support

In co-operation with, and under the direction of the Head and Bursar:

- Manage the administrative procedures for the recruitment / vetting of all new employees, volunteers and Governors following the procedures laid down in the Staff Recruitment policy.
- Prepare offer letters and contracts of employment for all new staff.
- Maintain an accurate HR database and Single Central Register for all contacts with the School.
- Organise induction programmes for all new staff and ensure these are fully implemented and recorded.
- Monitor probationary periods and fixed term contracts and ensure that necessary follow-up is undertaken.
- Ensure that job descriptions are in place for all staff.



Person Specification

	Essential Criteria	Desirable Criteria
Key Skills and abilities	<ul style="list-style-type: none">• Highly competent IT user• Ability to use School MIS system• Shorthand• Accuracy and meticulous attention to detail• Ability to be flexible and re-act to changing priorities• Ability to manage and prioritise workload• Strong organisational skills• Excellent communication and interpersonal skills• Problem solving skills and a 'can-do' attitude• Ability to liaise with all staff across the School• Ability to present the Purcell School positively to all stakeholders• Previous experience of working in PA role• Ability to work under pressure and to tight deadlines	<ul style="list-style-type: none">• Knowledge of SIMS• Ability to become expert SIMS user• Previous experience of working in a School environment
HR Knowledge	<ul style="list-style-type: none">• Experience of recruitment administration• Knowledge of DBS procedures• Knowledge of Single Central Register procedures	<ul style="list-style-type: none">• Prepared to develop HR knowledge
Personal Qualities	<ul style="list-style-type: none">• Ability and willingness to be flexible with working hours• Ability to work calmly under pressure• A commitment to high standards• A commitment to the aims and ethos of the Purcell School• Support the School's commitment to providing a safe environment for pupils and staff.• Exceptional discretion and sensitivity• Reliability, honesty and a commitment to maintaining absolute confidentiality	



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Working Hours

The post holder will be required to work 37 hours per week term time only plus six weeks in the School holidays, exact hours to be agreed with the Head. Flexibility with working hours is essential to meet the demands of the post.

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.