



# DWIGHT SCHOOL LONDON

*Igniting the spark of genius in every child*

PERSONALISED LEARNING • COMMUNITY • GLOBAL VISION

## **JOB DESCRIPTION**

**Personal Assistant to the Head of School**

**Reporting to: Head of School**

### **1. INTRODUCTION**

Dwight School London (DSL) believes that every member of the staff team makes an important contribution to our community and that contributions should not be limited by assigned responsibilities. Therefore, this job description identifies generic and specific individual responsibilities to enable the job holder to participate at DSL in a full and effective way; it is not intended to restrict an individual's participation, especially in activities carried out voluntarily.

This job description reflects the post at the present time and may be reviewed and amended after consultation with the job-holder.

Dwight School London is committed to protecting the welfare of students and all members of staff share the responsibility of safeguarding and promoting the well-being of all students in our care.

### **Core Purpose**

Dwight School London is an IB world school and we strive to educate our students for a better and more peaceful world through intercultural understanding and respect. The Personal Assistant to the Head of School will support this aim by providing administrative support to the Head of School and having oversight of the administrative functions of the school to ensure the efficient and effective running of the school offices.

### **Assisting the Head of School**

- 1.1 To act as a first point of contact within the school for staff, parents, students and others seeking contact with the Head of School.
- 1.2 To support the Head of School with all administrative tasks – attending meetings, taking minutes, preparing papers and monitoring implementation.
- 1.3 To maintain a high degree of confidentiality and handle all confidential correspondence with discretion.

- 1.4 To respond positively, with tact, sensitivity and awareness to enquiries from parents, staff, students and external agencies, delegating where appropriate.
- 1.5 To organise workload and prioritise on a daily basis using own initiative and knowledge of the work, with minimal direct supervision from the Head of School.
- 1.6 To maintain the Head of School's diary, arranging appointments as appropriate and ensuring that she is adequately briefed on matters to be discussed.
- 1.7 To book training courses, conferences and meetings for the Head of School, and make any necessary travel arrangements.
- 1.8 To welcome and provide care for the Head of School's visitors, including the provision of refreshments.
- 1.9 To assemble and prepare papers required by the Head of School to attend meetings, and prepare reports, and reply to requests for information.
- 1.10 To draft, as appropriate, outgoing correspondence and school documents that are the direct responsibility of the Head of School, following discussion with her.
- 1.11 To complete the Annual DfE/ISC Census and other surveys as required.
- 1.12 To ensure the Head of School is informed well in advance of approaching issues and events.
- 1.13 To organise relevant gifts, tributes and flowers for staff leavers, illness, births, marriages and bereavements.

<b>Management responsibilities</b>
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- 2.1 To line manage the School administrative staff.
- 2.2 To ensure that the administrative staff order the general office supplies and equipment in an efficient and cost effective manner.
- 2.3 To have oversight of the work of the three school offices and delegate tasks amongst the administrative staff to manage workloads and maximise efficiency.
- 2.4 To oversee the performance management of the administrative staff including arranging individual training as required and ensuring training records are updated.
- 2.5 To attend SLT meetings to take minutes and to report on matters relating to admin and the school offices.
- 2.6 To establish an efficient and effective office environment that nurtures good relationships between staff members.

<b>General School administration</b>
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- 3.1 To assist the Head of Marketing and Communications in detailed planning of special events and functions held by the School.
- 3.2 To attend occasional school events as required.
- 3.3 To ensure that all necessary staff induction procedures are completed, including ensuring that all new members of staff meet with the Head of School before completing their probationary period.
- 3.4 To facilitate the recruitment of staff and the interview process.
- 3.5 To act as a central point of contact for school projects when required.

- 3.6 To support the SLT in preparing documentation for inspection and accreditation visits.

<b>OTHER DUTIES</b>
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- 6.1 The job holder may, from time to time, need to carry out other duties as reasonably directed by the Head of School.

**PERSON SPECIFICATION: Personal Assistant to the Head of School**

<b>CATEGORY</b>	<b>ESSENTIAL/ DESIRABLE</b>
<b>Education and Training</b> 1. Educated to degree level 2. First aid training	D D
<b>Experience</b> 3. PA or senior secretarial experience 4. Experience of working in a school 5. Experience of working in an international/multi cultural environment 6. Experience of working in a professional environment and handling confidential matters 7. Experience of SIMS or ISAMS data management systems 8. Experience of managing the performance of others	E D D E D D
<b>Professional skills</b> 9. Tact and discretion when handling difficult or contentious matters 10. Excellent IT skills 11. Clear and effective communication skills, both oral and written 12. Excellent organisational skills 13. Ability to prioritise and manage tasks 14. Ability to manage, motivate and inspire colleagues 15. Ability to work independently with initiative 16. Ability to remain calm when working under pressure 17. An eye for detail and accuracy 18. Excellent interpersonal skills	E E E E E E E E E
<b>Personal attributes and attitudes</b> 19. Ability to work as part of a team 20. A willingness to be flexible and adaptable 21. Friendly, warm personality 22. A positive, optimistic outlook 23. A willingness to be involved in the life of the school community 24. Commitment to the well-being of students and staff	E E E E E E