



Bristol Cathedral Choir School

PA to Head of School & Office Manager

Pay spine points 21-24 (£20,768 – £22,648 pro rata)

Term Time plus 20 days (0.8846FTE)

Actual Salary £18,371.37 - £20,034.42

Required as soon as possible

Post	PA to Head of School & Office Manager
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We are looking for a bright and highly organised PA & Office Manager to play a key role in supporting our Head of School in their drive for improvement and success.

The successful candidate will have a positive and productive outlook with a high level of initiative, competence and confidentiality in their professional capacity at Bristol Cathedral Choir School. A clear understanding of the expectations of the role, together with an appreciation and awareness of the needs of young people will be expected in an environment which values, respects and celebrates pupil aspiration and achievement.

This is a challenging role, requiring calm efficiency, an eye for detail and good humour, and the ability to build strong and positive relationships with students, parents, governors and staff. The candidate should have excellent IT skills, be well organised, have a professional approach to work and be able to prioritise workloads to meet critical deadlines.

This is an excellent opportunity to be part of a thriving school and make a major contribution to the school's continued success.

Closing Date Tuesday 21st November 2017

Interviews will be held on Wednesday 29th November 2017

BRISTOL CATHEDRAL CHOIR SCHOOL

Post:	PA to Head of School & Office Manager
Responsible to:	Head of School

Core Purpose:	<ul style="list-style-type: none">• Offer personal support and assistance to the Head of School.• Lead a team providing efficient and timely high level administrative, clerical support for the Senior Leadership Team (SLT) and wider school.• Ensure that internal and external communication is of the highest standard.• Coordinate information for the planning of the school calendar and diary.
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Specific Responsibilities:

PA to Head of School:

- Provide administrative support for the Head of School
- Manage the Head of School's diary.
- Ensure regular contact with Senior Leadership Team and Estates (via Line Management), Cathedral Schools Trust and Governors.
- Ensure Friday staff briefing is catered for and minuted each week.
- Organise and minute the BCCS Endowment Fund meetings.
- Manage visitors on the diary and liaise with front office.
- Manage and control all parent/carers and public complaints.
- Management and control all Freedom of Information Requests.
- Manage a budget as agreed.

The tasks required will be many and varied but are likely to include the following:

- Manage the administrative duties of the Head of School in a professional, friendly, and efficient manner.
- Help plan and execute events which promote and celebrate the School.
- Attend Open Events and support the School at various functions.
- Be aware of student safeguarding issues and refer information to the appropriate person when necessary.
- Uphold and promote the ethos and reputation of the School at all times.
- Work on the main or sixth form reception as required.
- Work closely with the Pastoral Team to ensure that recording of student behaviour resulting in exclusions is in line with school policy.

Other such duties as shall be required by the Head of School in accordance with your responsibility level.

Office Manager:

Work with the Head of School and Vice Principal to ensure consistency across BCCS office staff and where necessary taking on a leadership role

Recruitment and Personnel:

Work with the Head of School and CST HR officer to ensure consistency across all recruitment and personnel for BCCS

Decision making:

The post holder will primarily be operating within agreed limits and parameters in decision making for day to day operations. They will suggest improvements and implement initiatives. Reference should be made to the Head of School on substantial matters.

Working Environment:

The School has a unique city centre site, adjacent to the cathedral precinct, with a mix of historic and new buildings. Work is mainly in a busy office and reception environment. There are often several competing deadlines occurring at a given time – the successful candidate will be able to prioritise effectively.

There will also be regular and frequent face to face contact with students, staff, parents/carers and members of the public. The post holder will be required to become familiar with the entire staff and site. Other duties will require the post-holder to attend school events in the evening, as agreed.

Contacts & Relationships:

The post holder will be required to establish constructive working relationships with all members of the school community and partners. Confidentiality and security of information are vitally important aspects of the work.

Notes:

The duties outlined in this job description may be modified by the Head of School, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

This document does not form part of your contract of employment with the school.

Person Specification

Short listing will be based on the criteria listed below in the Person Specification. Applicants should therefore show in their application how their skills and experience match those criteria.

Details of Person Specification	
Job Title: PA to Head of School & Office Manager	Salary Scale: SCP 21 - 24

1. Skills and Abilities

	Description	Method of Assessment
	Essential	
	Outstanding accuracy whilst meeting challenging deadlines.	Application form/interview
	Ability to meet multiple requests for information in a calm and professional manner.	Application form/interview
	Excellent organisational and general administrative skills, e.g.recording, filing, prioritising.	Application form/interview
	Excellent IT skills especially in the areas of databases and spreadsheets, and comfortable with the use of IT as an integral and essential tool.	Application form/interview
	Ability to prioritise own workload and deliver to deadlines.	Application form/interview
	Ability to work on own initiative and not require constant supervision.	Application form/interview
	Ability to work as part of a team and support others.	Application form/interview
	Excellent interpersonal skills. Must be able to communicate effectively, especially face to face and via telephone.	Application form/interview
	Must be able to establish and maintain good relationships with all people at all levels both internally and from outside the school, e.g. senior management, teachers, governors, visitors and parents/carers.	Application form/interview
	Be able to maintain absolute confidentiality regarding personal	

	<p>data held by the School.</p> <p>Demonstrate initiative and a proactive approach to problems to identify solutions and opportunities.</p>	<p>Application form/interview</p> <p>Application form/interview</p>
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	<p>Desirable</p> <p>Potential to expand and develop and take on additional responsibilities.</p>	<p>Application form/interview</p>
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2. Knowledge/Qualifications

	Description	Method of Assessment
	<p>Essential</p> <p>Excellent general office and IT skills.</p> <p>Excellent literacy, numeracy & accuracy.</p>	<p>Application form, interview</p> <p>Application form, interview.</p>

	<p>Desirable</p> <p>Knowledge of the SIMS.net MIS system</p> <p>Knowledge of standard IT systems and programs: MS Word MS Excel MS Outlook</p> <p>Knowledge of the legal aspects of handling personal data</p>	<p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p>
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3. Experience

	Description	Method of Assessment
	Essential General office experience to meet the needs of the post. Experience of working on a number of tasks simultaneously and managing time effectively to maintain progress.	Application form/interview Application form/interview

	Desirable Experience of work in a school environment. Experience of SIMS. net ICT package. Experience of working with children or young people.	Application form /interview Application form /interview Application form /interview
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4. Other Requirements

	Description	Method of Assessment
	Essential Commitment to excellence and desire for continual improvement. A knowledge and interest in the education environment.	Interview Interview
	Desirable Assist with organisation and staffing of trips and visits such as Duke of Edinburgh, UCAS Fair and trips to Universities.	Interview