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**PA to the Headmaster**

**Job Description**

**Outline**

The role of the Personal Assistant to the Headmaster is to proactively assist and support the Headmaster in the day to day running of the School. The Headmaster’s PA will come into contact with a wide range of staff, students, parents and other visitors and should provide a welcoming environment at all times, whilst operating in the highest professional standards in support of the Headmaster.

**Key responsibilities**

The PA to the Headmaster will:

• Act as first line contact for the Headmaster, using discretion and tact to ensure telephone callers and visitors receive a professional response and are dealt with by the appropriate person.

• Co-ordinate and manage all diary commitments and appointments for the Headmaster; confirming all meeting and travel details.

• Generate a welcoming environment at all times; ensuring catering/refreshments are organised for meetings and visitors.

• Initiate and circulate relevant meeting agendas and accurately and confidentially keep records of meetings and minutes.

• Keep the Headmaster informed of all crucial information, especially in his absence.

• Write letters/emails on behalf of the Headmaster when necessary, and liaise with parents on general matters, ensuring professional standards are maintained at all times.

• Liaise with members of the teaching and support staff as appropriate, across the Junior and Senior Departments.

• Organise all administrative tasks on behalf of the Headmaster, including working with the Headmaster to prepare reports, documents and policies, managing the Headmasters email inbox and post, ensuring stationery supplies are maintained for the Headmaster’s office, and updating relevant databases for mail merges.

• Maintain personnel records, both manual and electronic, for all teachers and support staff. Ensuring all staff files are fully compliant.

• Initiate and administer the process of teacher recruitment; liaising with the School Bursar and Headmaster. Assist with DBS Applications and SCR entries.

• Deal with sensitive matters, showing absolute confidentiality and discretion at all times.

• Book and confirm arrangements for major events, for example Leavers and Carol Services. Attend occasional major public events which take place outside of School hours. Arrange gifts/flowers for School events, visiting speakers etc.

• Assist the Admissions Officer with the annual census and with safeguarding information and CTF transfers for new pupils and leavers.

• Manage the School’s photography process.

• Manage the School’s external lettings procedure.

• Provide administrative support to other members of the School’s Leadership Team as appropriate and at the discretion of the Headmaster, including providing administrative support for School events, for example Open Days.

• Review their own performance and identify self-development needs.

• Attend in-service training courses as appropriate.

• Develop expertise with SIMS on an ongoing basis.

• Any other duties delegated by the Headmaster.

**Skills and Experience**

**Essential:**

• Proven track record of successfully supporting a senior leader, ideally within an education environment.

• Excellent organisational and administration skills and strong attention to detail and accuracy.

• Advanced Microsoft Office skills.

• The ability to work to deadlines and manage multiple tasks.

• A proactive attitude to day to day activities and to problem solving.

• The ability to maintain a professional and calm persona, to have patience and understanding of others and work effectively within a team and individually.

• Discretion, professionalism, confidentiality and resilience.

• Excellent communication skills, both oral and written and an excellent telephone manner.

• Able to work in a proactive and constructive way with the Headmaster.

• To support the aims and values of the School and an understanding of the business needs of the School.

• A sense of humour.

• A high standard of personal presentation.

**Desirable:**

• Experience of working in a school environment.

• Experience of a public facing or customer service role.

• Knowledge of SIMS.