**Job Description**

**PA to Principal**

**The Dominie, 55 Warriner Gardens, London SW11 4DX**

**PA TO PRINCIPAL:**

Support Principal in prioritising and organising day to day work and projects

Letter and document preparation and typing for Principal

Maintaining Principals files and archives

Research and ordering products and/or services for school

Taking and delivering phone messages/running errands

**HUMAN RESOURCES:**

Organising Recruitment Advertising

Organising interviews with potential candidates and procuring safeguarding documentation

Undertaking all required safeguarding checks

Creating and maintain current and archive records and filing systems for staff (paper and digital)

**MARKETING:**

Preparation and organising production of advertising

Preparation and organising production of promotional material eg school website, prospectus, magazine editorial

Event organisation

**GENERAL ADMINISTRATION:**

Administrative support for school office as required

**Person Specification**

Experience of work as a PA/Administrator

Human resources/marketing experience (desirable)

Prior experience of work in school administration (desirable but not essential)

IT SKILLS (essential)

Organisational ability

Ability to prioritise, multi-task, work to deadlines

Verbal and written communication skills

Confident in dealing with people in person, by phone and by e mail/mail

Ability to use discretion and maintain confidentiality

Able to use initiative and share ideas

Flexible and adaptable

Enjoy working in a supportive role

Interest in Cookery for teaching cookery club (desirable)

Ability to adapt to workspace available in a small school