



JOB DESCRIPTION

Personal Assistant to the Director of Operations & Clerk to the Governors

Terms and Conditions:

Monday to Friday, 35 hours per week, 52 weeks per year

Annual leave entitlement 25 days per annum.

This role will report to the Director of Operations & Clerk to the Governors (“the Director of Operations”).

Scope of role

To assist the Director of Operations in the day to day activities and projects that support the delivery of support services at the School. The Director of Operations also acts as the Clerk to the Governors and Secretary to the various boards, committees and trusts and the PA will also support this element of the role too.

This successful applicant will have the opportunity to lead on projects in the absence of the Director of Operations as well as having ownership of other projects and so a high level of initiative is a must. Candidates must be highly self-motivated, professional and capable of managing their work load and prioritising tasks in a fast-paced and varied environment.

Main responsibilities:

- PA support
 - Aid the Director of Operations in maintaining her diary and arranging meetings and appointments.
 - Screen incoming telephone calls, emails, post, queries and requests corresponding or delegating as appropriate on behalf of the Director of Operations.
 - Arrange travel and accommodation as required, meeting and greeting visitors at all levels of seniority.
 - Take dictation and minutes and assist in the preparation of presentations.
 - Liaise with the PAs to the Head of JAGS, JAPS, JAPPS when organising events and diary management.

- Devise and maintain office systems including data management and filing.
- **Assist with the day to day management of operational and support services across the School**
 - Support with maintaining the School risk assessments including academic and Sports Club areas
 - Support with delivering the School's Building and M&E Planned Preventative Maintenance Schedule ("PPM")
 - Ensure the support staff handbook is kept up to date and liaise with the Deputy Head on the maintenance of the relevant sections of the teaching staff handbook.
 - Maintain and update support staff evacuation lists and act as the main point of contact for support staff in the event of an emergency.
- **Project support**
 - Support with the management of major capital projects including liaison with internal and external stakeholders
 - Manage <£25k projects e.g. office moves, new process implementations or new staff initiatives and follow-up with team members where required
 - Deputise in the absence of the Director of Operations as and when required.
- **Assist with Board Level meetings**
 - Prepare meeting agendas, perform research for meetings, and take minutes for meetings
 - Maintain registers of governor and non- executive directors' visits, interests and training schedules.
 - Establish and maintain processes to ensure effective communication channels for the governors, directors and committee members with the Director of Operations.
 - To arrange the Board of Governors Strategy Away Day and any Governor events.
 - To ensure that Companies House is up to date with directors, secretaries, confirmation statements and accounts by submitting relevant information online.
- Provide support, as required, when implementing any HR related projects or changes.
- To undertake any other duties as commensurate with the responsibilities, skills and qualification of the post holder.

Key skills and experience:

Essential

- Educated to A-Level or equivalent
- PA and/or Executive Assistant experience reporting directly to senior management
- Knowledge and understanding of GDPR.
- Commitment to CPD
- Strong organisational, project management and problem-solving skills with impeccable multi-tasking abilities
- Comfortable working at all levels within an organisation and dealing with a range of stakeholders.
- Good typing speed and experienced in minute taking for formal meetings
- Strong administration and prioritisation skills
- High level of confidentiality and discretion
- Familiarity with computer software and databases
- Ability to work as part of a team or independently as required
- Excellent communication skills both written and oral
- Ability to work at pace and meet deadlines with high levels of attention to detail and accuracy.
- Tact and diplomacy
- High level of expertise in use of Word, Excel and PowerPoint and system use.
- The ability to display resilience, to always remain calm, professional and to have a good sense of humour.

Desirable

- Educated to graduate level or equivalent
- Knowledge of human resource policies, processes and procedures
- Project Management qualifications

Equal Opportunities

It is the policy of the school to provide equal opportunities for all qualified individuals regardless of race, colour, religion, ethnic or national origin, sexual orientation, age, gender, medical condition or disability.

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact and to adhere to and ensure compliance with the school's Child Protection Policy at all times.

October 2018