**Job Title:** PA to the Head of School & HR Assistant

**Line Manager:** School Business Manager

**Working pattern:** 25 Hours per week (flexible) - 41 weeks per year

**Salary Grade:** Surrey Grade 7 - 8 depending on experience £24,642 - £32,838 (pro rata to hours worked £15,336 - £20,437)

**Job Purpose:**

* To provide a confidential and personal service to the Head of School
* To devise, maintain and monitor effective administration that enables the Head of School to fulfil his responsibilities, ensuring workload is prioritised to meet the varied and conflicting needs of the team.
* To provide a confidential and personal service to the Business Manager with Human Resources administration

**Key accountabilities and specific tasks:**

* Provide effective secretarial and administrative support including drafting general correspondence, reports, school policies, mail merges, press releases, invitations and so forth on behalf of the Head of School with speed and accuracy.
* Provide the first point of contact for incoming telephone calls and visitors. Screen and prioritise telephone calls and other queries from parents and other parties as well as making phone calls as directed by the Head of School.
* Manage the Head of School ’s diary effectively
* Head of School Deal with parental queries in the absence of the Head of School and decide what matters should be referred to the Head of School or delegated to others, i.e. a member of Senior Leadership Team, Head of Year, Form Tutor.
* Preparation of paperwork for governors’ meetings
* Minute taking to include school meetings, confidential hearings and meetings of the governing body in the absence of the Clerk.
* Liaison with external agencies as and when required.
* Contribution to school events.
* Being part of and supporting the workload of the office team.
* Maintain the highest level of confidentiality at all times, using discretion in providing information both within and outside school.
* To act as an ambassador of the school and Head of School in all matters. Meet, greet and offer hospitality to visitors.
* Set up and maintain a filing system in compliance with Data Protection Act 1998 and the General Data Protection Regulation from 25th May 2018.

**HR support:**

* Coordination of the recruitment process including advertising for new staff as directed and preparation of interview programmes.
* In conjunction with the Business Manager, manage human resource related processes for current, new staff and leavers, including the maintenance of the staff personnel database and submission of the monthly payroll entries.
* In conjunction with the Business Manager have responsibility for the Single Central Record for inspection by Ofsted.
* Manage the vacancies email account.

**Other**

* To carry out any other duties as reasonably requested by the line manager or Senior Leadership Team, commensurate with the grade of the post.

**Person Specification:**

**Essential**

**Education:**

* Education at good GCSE level.

**Experience:**

* Experience as a personal assistant/ senior administrator and in the management of confidential matters
* Excellent administrative and IT skills.

**Personal**

* Ability to relate effectively to and earn the confidence of staff, students and parents
* Be sensitive to school needs
* Have the initiative to pick up on issues and manage them
* Good interpersonal skills
* Flexible approach to work
* Ability to follow procedures
* Have the ability to work independently
* Be proactive
* Have good health and stamina
* Have a good sense of humour
* Be smart and well presented
* Have a commitment to equal opportunities.

**Desirable**

* Education at A level
* Knowledge and understanding of education
* Keen interest in all aspects of school life.