

Personal Assistant to Deputy Head (Pastoral)

**Summary of Role**: To support and provide personal assistance to the Deputy Head (Pastoral) (DH(P)) in all aspects of her role leading the pastoral care of all pupils within a progressive, modern organisation, and in a manner that allows the School to maintain its position as an independent school with a reputation for excellence.

**Responsible to**: DH(P)

**The Role:** The principal function of the post is to provide administrative and secretarial support to the DH(P) and the Designated Safeguarding Lead (DSL) who is line managed by the DH(P), in order to underpin and support their activities. A close working relationship is required to enable effective time management and efficient organisation of the varying workloads. The position demands complete confidentiality on the part of the post holder.

The post will also provide support to the DH(P) and DSL, and through their instruction, to the HMs for the areas in which they operate including pupil welfare, pupil discipline, Boarding Houses, Safeguarding, Health Centre, PSHEE and parental lectures.

The post holder is expected to take a keen interest in the DH(P)’s/ DSL’s work, to understand their roles, and to provide constructive and appropriate support. He/she is also required to foster good relationships with parents, girls, staff, other schools and outside organisations.

**Main Duties & Responsibilities:**

Management:

* Liaise with the DH(P) regarding their daily/weekly diary and deal with any ensuing issues ready for their perusal;
* Provide any reminders regarding the daily meetings/routines and ensure that all relevant staff know of any important details;
* Organise and manage the DH(P)’s diary, including provision of space for essential work and breaks;
* Make and receive calls on the DH(P)’s and DSL’s behalf’s, filtering calls as necessary, and follow up any resulting actions
* Forward plan termly and annual events to allow adequate preparation time to be set aside (e.g. report writing, interviewing, census returns, commemoration, concerts, plays, house events etc.);
* Arrange meetings and appointments;
* Recognise ‘pressure points’ for the DH(P) and DSL counter these effectively;
* Arrange functions and catering through the use of Blue Runner;
* Draft correspondence and other documentation in a timely fashion;
* Proofread correspondence to the highest level of accuracy;
* Attend and contribute to administrative meetings, including the weekly House Master/Mistress’s (HM) meeting, Wellbeing Hub and Care Team meetings;
* Deal with all mail, including electronic mail, (both incoming and outgoing) in a timely and secure manner;
* Liaise with Bursar’s PA on timeline for updating policies and schedule these for the DH(P);
* Liaise with Marketing on timeline of publications and support in amendments to these as necessary;
* Liaise with HR department in managing and scheduling Staff Development Review meetings and probationary reviews for new staff and assist in the preparation of Annual Review paperwork;
* Liaise with the HR department in the coordination and scheduling of recruitment activity;
* Assist in dealing with complex enquiries or visitors to the School;
* Liaise with other senior members of staff and, as appropriate, with staff across the School in the coordination and administration of key events, projects and activities;
* Manage and administer networking events and meetings, including schedules and contact list;
* Liaise and network with key external contacts;
* Day-to-day interaction with HM’s when issue or queries arise.

**Safeguarding – as directed by the DSL in collaboration with the DH(P)**

* Work with the DSL to ensure pupil safeguarding matters are dealt with in a timely fashion;
* Provide administrative support for the DSL following any pupil related matter, including but not limited to, contacting parents, local safeguarding team, the police, CAMHS, counsellors and GPs and contacting previous schools when girls join SG;
* Undertake safeguarding training to Level 3 and attend update courses thereafter;
* Maintain a rota to ensure that there is an appropriate level of DSL coverage throughout the calendar year. Sufficient coverage must be ensured for School holiday periods to cover both pupil trips and facility lettings;
* Undertake the necessary administrative tasks associated with the regular publication of safeguarding booklets;
* Provide administrative support for the School’s pastoral software, CPOMS;
* Organise safeguarding training for staff under the direction of the DSL;
* Work in association with the DSL to ensure compliance;
* Support administration of the Royal Springboard pupils;
* Organise safeguarding training for Staff and keep up-to-date records to reflect this;
* Originate for approval: annual Dorset safeguarding review.

**Administration – on behalf of the DH(P)**

* Provide high level secretarial support to the DH(P), to include the prioritisation of work, understanding the importance and urgency of each task, managing diaries, drafting routine letters, managing electronic data management systems and providing thorough and purpose-driven preparation for all meetings;
* Liaise with the Admissions Department to schedule visiting prospective parents and events;
* Be aware of the week ahead in all areas and make appropriate plans and arrangements;
* Co-ordinate the DH(P)’s external visits and travel arrangements (maps, transport, tickets etc.);
* Maintain a log of the DH(P)’s expenses (mileage etc.) and submit claims to the bursary;
* Ensure the DH(P)is prepared and ready with access to all relevant information and papers for the next day’s meetings;
* Take minutes for meetings and hubs as required by the DH(P);
* Effectively circulate and distribute information as required;
* Undertake project/research work as required;
* Keep abreast of all School activities;
* Assist in the preparation of reports for the DH(P) Headmistress and Governors as required;
* Assist in the collating of data for the annual census report;
* Contribute to the production and proofing of School administration and planning documents on behalf of the DH(P);
* Arrange parent meetings for the DH(P) as appropriate;
* Liaise with the Deputy Head Co-Curricular’s PA, in the running of the new staff induction programme and staff INSET days;
* Provide refreshments for the DH(P) and/or visitors as and when reasonably required;
* Maintain the Pastoral budgets as directed by the DH(P)
* Manage the smooth running of the administration Pastoral Team including office supplies and photocopying
* Management of electronic and paper filing and archive systems
* Undertake Fire Marshal and First Aid duties as necessary.
* Assist other Pastoral staff as agreed with the DH(P)
* Initiate the annual update, for the School Office to Implement, of parental information stored in iSAMS to ensure all contact details are correct.
* Prepare agendas and take minutes as required;
* Open mail and answer correspondence on behalf of the DH(P), as requested;
* Arrange internal and external meetings on behalf of the DH(P);
* Undertake/coordinate filing, laminating, photocopying, scanning and reprographic work as required by the DH(P), including personal filing;
* Coordinate travel arrangements for all overseas boarders, supported by the transport co-ordinator and the HM team;
* Work with the HMs to ensure that all pupil photographs on iSAMS are current.

**Administration – Main office**

* To undertake some duties in support of the main office on a regular basis;
* To liaise with the main office staff and the other PAs to ensure that key administrative tasks are covered at all times;
* To partake in the office rota during holiday periods.

**Other**:

* Attend relevant training and take responsibility for own development;
* Attend relevant school meetings as requested by the DH(P);
* Undertake any other activity that may be reasonably required in the role of DH(P)’s PA.

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| **Person Specification**  |
|   | **Essential**  | **Desirable**  |
| **Qualifications and Experience**  | * Education to at least GCSE or equivalent, including English Language
* Previous experience of providing admin support to senior management in a dynamic, fast-moving and complex environment
 | * Formal secretarial training.
* Previous experience of working in a demanding educational environment
* Previous experience of working in a boarding school setting
* Experience of PA/EA work.
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| **Skills and Abilities**  | * Excellent IT skills (Microsoft Office) and strong office systems knowledge
* Outstanding ability to write accurately and concisely
* Proven ability to deliver at pace in a dynamic and fast changing environment where priorities often change at short notice
* Ability to analyse requirements and prepare senior leadership effectively for all meetings and events in a timely manner
* Knowledge of data protection and GDPR

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| **Personal Attributes**  | * A high level of emotional intelligence, interpersonal and communication skills to interact confidently with a variety of important stakeholders and the broader community
* Empowered by, and comfortable with, a high level of autonomy
* Reliable and trustworthy
* Understands total confidentiality and is comfortable with the need for tact, diplomacy and absolute discretion
* A highly motivated team player
* Well organised and efficient, with meticulous attention to detail
* Flexibility within the demands of the post
* Committed to the values and culture of the School
* Committed to their own continued professional development
* Organised, proactive and calm under pressure
* Commitment to excellent safeguarding practices
* A confident but welcoming manner, both face to face and on the telephone, with the ability to deal with and calm difficult enquiries and /or complaints from members of the public.

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**Additional Information**

**Hours of work:**Full time, an average of 37 hours per week.

**Contract**: Permanent

**Salary:** In the region of £22,500 per annum.

**Pre-employment checks and Probation:**

The successful applicants’ appointment will be subject to successful completion of a probationary period and full pre-employment checks.

**Benefits:**

* Membership of the School’s pensions scheme
* Free onsite parking
* Free lunches provided during term time
* Generous Annual Leave
* Subsidised Sports Centre Membership

**Application Process:**

* The closing date for applications: **9am, 12 April**
* Interviews will take place in the week commencing: **19 April**

**Contract**

Full-time, permanent, all year round