



THE PORTSMOUTH GRAMMAR SCHOOL

JOB DESCRIPTION

HEAD'S OFFICE COMMUNICATIONS ASSISTANT

The Head's Office Communications Assistant supports the Head with all aspects of internal and external communications, with functions and events coordinated by the Head's office, and in wider relationship management with external partners and agencies.

In addition, the role provides administrative support to the Deputy Head (Teaching and Education Development).

Previous experience of a similar role supporting at senior level with experience of developing communications, social media and marketing initiatives would be an advantage.

The post is full-time (37.5 hours Monday – Friday, with an unpaid 30 minutes for lunch) and operates throughout the calendar year. A flexible approach is essential to be able to support occasional evening or weekend meetings and events and to work additional hours where necessary.

The start date is expected to be mid February 2020 and this can be discussed further at interview.

This role description is designed to be indicative rather than definitive, and is subject to review.

Key Responsibilities: Communications Assistant to the Head

- Provide direct support in sourcing, copywriting and editing content, drafting reports, policy updates, press releases and other written correspondence as required by the Head
- Collating, proofreading and editing correspondence from the Head's Office in support of key school events such as INSET, Prize Giving, Carol Service and other key events
- Producing and formatting reports and presentations in Word, PPT and other applications
- Contributing to the development and implementation of a social media strategy for the Head's office and developing appropriate content
- Supporting the planning and delivery of partnership and community engagement projects
- Develop excellent working relationships with the Portsmouth Festivities and the Portsmouth Cathedral and other external organisations
- Working with other staff, and well in advance, assist in coordinating Head's Guest Events, for instance maintaining the guest list, designing and producing invitations, sending invitations and collating replies, organising and managing the details of the events.

- Administrative support for the preparation and running of smaller functions for staff and students organised by the Head's Office
- Communication with staff; memos, bulletins, notices as directed by the Head
- Meeting and greeting visitors at all levels of seniority, deputising for the Head's PA where necessary
- Making telephone calls to outside bodies, liaising with parents, screening telephone calls, enquiries and requests and handling them when appropriate
- Research and project work for the Head as directed
- Establishing appropriate systems within the Head's Office for document retention and retrieval, in accordance with GDPR legislation
- When necessary, liaise with the school's solicitors on matter such as Subject Access Requests
- Understand and promote the School's ethos and strategic vision
- Liaise closely with other school staff, for instance the Head's PA, the School Office staff, the Development Office, the Marketing and Admissions department, the Bursary and the SMT
- Maintain a very high level of discretion and tact at all times in the appropriate handling of confidential information
- Undertaking other duties as may be reasonably required

Key Responsibilities: PA to Deputy Head (Teaching and Education Development)

- Responsible for the Deputy Head's diary management, ensuring liaison with all relevant parties to organise meetings and schedules effectively
- Provide full secretarial support in relation to the production of correspondence and records, including word processing, electronic and manual filing systems, production of agendas and taking notes/minutes of meetings
- Travel and accommodation arrangements
- Undertaking other duties as may be reasonably required

Contract of Employment:

All conditions of employment are detailed in a separate contract issued by the Bursary.

The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar who signs all contracts of employment on behalf of the Governing Body.

Benefits:

The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated costs.

Key financial benefits of employment at PGS include a generous salary structure and leave allowance of 25 days per annum, increasing to 30 days over 5 years. The annual salary for this role will be dependent on the skills and experience of the successful candidate and is likely to be offered between £22,870 and £24,939. Annual leave should usually be taken during PGS

school holidays and not during term times. A two course lunch is provided to all staff during term time.

The school will auto-enrol eligible support staff into the NEST pension scheme and also offers an alternative pension scheme with Scottish Widows whereby if the employee contributes 6.5% of salary the school will contribute 8.5%. We also have a non-contributory death-in-service policy.

The school is an approved operator of the 'salary sacrifice' Cycle to Work Scheme. All staff have free use of the school's Sports facilities which include a well-equipped Fitness Centre.

The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.

How to apply:

PGS is committed to safeguarding children and the successful applicant will be subject to an Enhanced Disclosure DBS check.

Further information is available on the website at www.pgs.org.uk under the 'About Us' section and any queries regarding the vacancy should be emailed to HR@pgs.org.uk.

An electronic application would be preferable, submitted to HR@pgs.org.uk. All applicants should complete a support staff application form, with a full curriculum vitae and a covering letter addressed to the Head, Dr Anne Cotton. Postal applications should be addressed to The Head, The Portsmouth Grammar School, High Street, Portsmouth, Hampshire PO1 2LN. Please include email addresses whenever available. All applications should be accompanied by the names, addresses, email and telephone numbers of two referees.

Candidates are also welcome to apply through the TES website using the application form linked to the PGS advert.

The closing date for receipt of applications is noon, Wednesday 22nd January 2020 and early applications are encouraged. Interviews are scheduled to take place w/c 27th January 2020 with a provisional date of 31st January 2020.

December 2019