



ST. ANTHONY'S SCHOOL  
FOR BOYS

## Job Description

**Job Title:** Head's PA

**Reports to:** Headmaster

**Location:** St Anthony's School for Boys

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### RESPONSIBILITIES

#### PA role

- Read and respond to emails and other correspondence.
- Respond to parental enquiries either in person or by phone or by e-mail.
- Manage appointments and telephone calls for the Headmaster as well as his correspondence and diary.
- To attend and minute meetings where required
- Managing the school's database for pupils and staff.
- Act as the SIMS administrator setting up new staff and permissions and updating staff area of SIMS.
- Manage communications in relation to secondary school transfer.
- Collate articles and publish the school's termly magazine *The Antonian*.
- Help to maintain the school's website and prospectus.
- Manage the archiving of school records.
- Distribute term dates and termly planners.
- Assist the Registrar in running the school's Admissions
- To help maintain application data at all stages of the admissions process into Open Apply, including initial application, offer information, financial and contract details and acceptance status.
- Provide reports for analysis on admissions, including a monthly Board Report to Governors.
- Act as an ambassador, representing the school in engagements relating to admissions with key external stakeholders and embodying the values and ethos of (School).
- Support and encourage the school's ethos and its objectives, policies and procedures.
- To act as a first aider.
- To support with front of house cover.
- To undertake any other reasonable duties as required by the Headmaster.

*Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features vary from year to year.*

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## **SKILLS AND EXPERIENCE REQUIRED**

- Well presented, conscientious and reliable.
  - Able to remain calm under pressure and prioritise workload. Adaptable and able to respond calmly to unforeseen circumstances.
  - Excellent computer skills – knowledge of Microsoft Word and Excel essential and knowledge of SIMS an advantage
  - Excellent organisational skills.
  - Polite, calm and flexible.
  - Educated to A' level or equivalent relevant experience.
  - Fluent in written and spoken English.
  - Good telephone manner.
  - Motivated to work with children and young people.
  - Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
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## **SAFEGUARDING**

APG is committed to safeguarding and promoting the welfare of children and young people and as an employee of APG you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff within APG Schools and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.

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## **JOB DESCRIPTION AGREEMENT**

Job Holders signature:

Date:

Manager's signature:

Date: