



Job Description: PA / School Secretary

General areas of responsibility

- To promote and safeguard the welfare of pupils
- To comply with the School's safeguarding & child protection policy and ensure that any concerns relating to the safety or welfare of children are reported immediately to the Designated Safeguarding Lead (DSL) or the Head
- To keep up to date with pastoral care policies of the School and remain sufficiently aware of any personal problems of individual pupils
- To comply with the School's Code of Conduct
- To read other policies or guidance as and when required to do so by the DSL, Head or other member of the Senior Management Team or Compliance Manager
- To act consistently, in a calm and supportive manner with colleagues
- To attend staff and departmental meetings, open days, briefings, assemblies, INSET days, parent consultations and other school events, as required
- To communicate in a timely and appropriate fashion with parents, as and when necessary
- To participate in any arrangements that may be made for performance reviews
- To undertake other specific duties which may, from time to time, be reasonably requested by the Head
- To carry out supervisory duties, including playground and lunch supervision, as required.
- To cover for absent colleagues, when required, as organised by the Deputy Head (Administrative)
- To take part in residential trips, if necessary and reasonable
- To complete risk assessments and/or follow correct school procedures for any class trips/events/visiting speakers organised
- To meet all deadlines for the efficient running of the school (e.g. reports, planning etc.)
- To maintain an orderly and purposeful atmosphere in the classroom and around the school and to check the attendance of pupils
- To ensure good management, sense of order and tidiness of the school so that the children may develop a sense of responsibility and pride in their school
- To ensure that all pupils adhere to the School rules
- To notify the school about personal absence due to illness and gain permission from the Head for any intended absence
- To be responsible for his/her personal punctuality and wearing of appropriate dress
- To be responsible to the Deputy Heads and Admin Manager

PA to Deputy Heads

- To provide general assistance to the Deputy Heads with day to day activities
- To manage and organise the diary and make appointments for the Deputy Heads
- To liaise with the Headmistress and Deputy Heads regarding Senior School 11+ and 13+ pupils, to ensure deadlines are kept and reports sent

- To file and organise materials for the Deputy Heads
- To meet and greet visitors
- To deal with incoming telephone calls, email and post and managing responses or correspondence on behalf of the Deputy Heads, where appropriate
- To organise and attend meetings and take notes/minutes, when required
- To book courses and order equipment, as required
- To liaise with senior schools and arranging visits for Deputy Heads
- To assist the Deputy Heads with recruitment procedures

School Secretarial Role

- To assist the Admin Manager with administrative and secretarial support
- To attend regular administration meetings
- To assist in the updating of the school website
- To assist with the organisation of parent evenings and other school events
- To assist and liaise with the Head of Human Resources regarding recruitment and recruitment procedures
- In the School Secretary's absence, to ensure that staff and pupil registers are kept, absent pupils are accounted for and registers at all fire exits and main exits are updated daily
- To act as first point of contact within the school, filtering both telephone and email enquiries, as appropriate, and taking and passing on messages to all staff
- To offer first aid and support to all pupils
- To be aware of health and safety issues
- To undertake such other duties that may, from time to time, be reasonably assigned by the Headmistress, Bursar or other members of the Senior Management Team