**JOB TITLE: Personal Assistant to the Headmaster**

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| **ORGANISATIONAL ARRANGEMENTS:**   * Accountable to: Headmaster * Reports to: Headmaster * Part-Time * Liaison with: Senior Leadership Team, Heads of House, Heads of Department and other school staff. |

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| **JOB PURPOSE:**   * To provide day to day administrative support to the Headmaster * To manage whole school communications * To assist in promoting the Christian ethos within the school. |

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| **DUTIES AND RESPONISBILITIES TO INCLUDE:**  **PA To HEADMASTER**   1. Provide comprehensive administrative, secretarial and clerical support to the Headmaster to include diary management, 2. Compile and co-ordinate weekly Headmaster’s bulletin to parents. 3. Manage whole school communications from Headmaster and Senior Leadership Team (SLT). 4. Manage the school calendar in conjunction with the Headmaster and SLT. 5. Provide clerking services for SLT meetings issuing agendas, minutes and action points with follow up as required. 6. Ensure completion and compliance of all procedures and all paperwork relating to exclusions. 7. Co-ordinate induction programme and general HR administration for new starters including background checks, issuing of contracts, ID card and keys. 8. Responsible for updates to Single Central Register and have oversight of updates to DBS and other background checks. 9. Provide support where required to the FBS Foundation in its fundraising activities. 10. Provide cover for school reception when required. 11. Provide effective internal communication links (telephone, email, reception and messages) throughout the school. 12. Provide necessary support in respect of the school’s move to its permanent site. 13. To comply with all policies and procedures as specified by the school. 14. Any other duties deemed necessary by the Headmaster. |

# FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the postholder.