

Job Description: PA to Bursar

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Line Manager: The Bursar

Listed below are the Principal Responsibilities of the PA, but other reasonable duties may be required from time to time, above all the post holder must be flexible, calm, loyal, discreet and be able to work efficiently under pressure.

- To assist and support the Bursar

Principal Responsibilities:

- To provide high quality administrative and secretarial support to the Bursar and to keep him informed of any relevant matters
- Timely progress chasing on behalf of the Bursar
- To manage Bursar's email and screen telephone calls
- To maintain the Bursar's diary, arrange meetings and appointments, avoiding clashes, anticipating and solving problems in advance and communicating well with all concerned
- To manage conference, travel and hotels booking as required
- To take minutes at selected meetings and circulate as required
- To deal with correspondence with Governors, parents, staff and others as directed by the Bursar and to treat such matters with confidentiality and sensitivity
- Administration of the Bursary applications.
- Occasional support to the Director of Education: committee arrangements and minutes secretary
- Ensure office facilities are in order for the efficient running of the Bursary office, e.g. ordering stationery, managing post
- Receive visitors to the Bursary office; provide refreshments for Bursar and guests
- To attend and assist with occasional out-of-hours meetings and events
- To attend disciplinary meetings as required by the Bursar and take notes
- To provide administrative and secretarial support for the Bursar in his role as Clerk to the Governors
- To line manage the Reception function at the School (Earsby Street), including line managing the Receptionists and providing cover when necessary
- To have due regard to Safeguarding; Health and Safety; and to follow the School's policies
- To undertake such additional duties as might be reasonably requested by the Bursar

Personal Specification:

Requirements:

Applications are invited from experienced PAs (minimum of 2 years) with very strong interpersonal, administrative, organisational and communication skills. Previous experience in a school or other education establishment would be an advantage but is not a necessity

- To be able to exercise discretion and strict confidentiality at all times

- To have a warm, helpful personality, be able to work under pressure and inspire confidence
- To have an excellent command of spoken and written English and an excellent telephone manner
- To be educated to at least GCSE level (Grade A-C to include English and Mathematics). Advanced Levels or degree desirable
- To have typing speeds of around 80 words per minute, the ability to take notes in shorthand, the ability to use Word, PowerPoint, Excel, Internet, Outlook Express and the School Database
- To be able to prioritise, be highly organised, systematic, resourceful, energetic, efficient, accurate, able to manage own time and to pay attention to detail
- Dress and Behaviour: staff are expected to set an example to the students and to dress appropriately
- **Hours**: 08:00 to 16:30 provided that the person is not required for any meetings. There may be requirements in busy periods during term time to work additional hours.
- **Holidays**: 30 days plus Bank Holidays – dates to be agreed in advance by the Bursar in order to avoid crucial period when Bursar will need PA to assist

The above gives a broad outline and is by no means an exhaustive list.