

JOB DESCRIPTION

PA TO HEAD OF PRE-PREP

Responsible for: Ensuring the smooth running of the administrative needs of the Head of Pre-Prep and Pre-Prep school, working in conjunction with the Prep School Office to ensure continuity across the whole school.

Consulting with: Head of Pre-Prep, all staff.

Reporting to: Head of Pre-Prep

Responsibilities of Position

- Management of the Head of Pre-Prep's diary and correspondence as required.
- Management of daily diary and liaison with Prep school administration.
- Reception to visitors - parents/prospective parents/deliveries etc.
- Answering incoming phone calls.
- Dealing with general enquiries from the children/staff/parents/visitors.
- Management of the daily registers/electronic diary/school database/fire lists.
- Check doors and gates are secure after register is taken in the morning.
- Assist with agenda for staff meetings.
- Sort and distribute all incoming and outgoing mail.
- Oversee the management of the photocopiers/printers and general stationery.
- Assisting with pupil administration (including email/text messaging to parents).
- Managing extra-curricular activities and the Westies Club, including liaison with the Childcare Supervisor and peripatetic staff.
- Arranging Pre-Prep School Parents' Meetings.
- Co-ordinate the deadlines for reports, proof read and send to parents.
- Maintain up-to-date risk assessments in conjunction with Head of Early Years and Head of KS1.
- Support staff appraisal/mentoring system – co-ordinate a diary of mentoring meetings and teaching observations.
- Assist PA to Headmaster in ensuring all ISI Inspection returns (relating to the Pre-Prep) are prepared with all of the information they require.
- Ensure that the Pre-Prep information on the website is up-to-date.
- Support the Marketing Department with administration and the production of promotional materials, including assisting with newsletters and articles.

- Proof read all correspondence prior to sending out.
- Obtain new children's records from previous schools.
- Liaise with Site Manager and Groundsmen and co-ordinate the addition of Pre-Prep items placed onto the maintenance tracker.
- To maintain the highest level of confidentiality.

Generic

- Attend all statutory training that is required to work within a School, including INSET days.
- Take part in the school appraisal system.
- Be sympathetic to the school's aims and ethos.
- Be aware of and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- All staff are to read the latest edition of Keeping Children Safe in Education (KCSiE) and sign the list in the office to confirm this has been read and understood.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Staff will be expected to comply with any reasonable request from the Head to undertake work that is not specified in this job description.
- Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- This job description is current at the date shown, but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level/nature which is considered appropriate to the level of the post.

Safeguarding

Westbourne House is committed to safeguarding and promoting the welfare of the children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers, online checks, the Disclosure & Barring Service, overseas checks and the Secretary of State's Prohibition List from Teaching and Management.