



Mill Hill

Instilling values, inspiring minds

Grimsdell | Belmont | Mill Hill School | Mill Hill International

# Mill Hill School

## PA to The Deputy Heads Candidate Information Pack



# INTRODUCTION

---

**To provide high quality, confidential secretarial and administrative support to the Mill Hill Deputy Heads; manage their diaries, correspondence and general administrative duties to ensure the smooth running of the daily business whilst maintaining confidentiality of sensitive information.**

**Closing date for applications:** 9.00am on Monday 24 May 2021

---

## Key facts about Mill Hill School

### Contract Type:

PERMANENT, FULL TIME,  
FULL YEAR

---

### Reporting To:

PA TO THE HEAD

---

### Salary:

£25,000 - £28,000

---

### Hours:

40 HOURS PER WEEK,  
MONDAY TO FRIDAY,  
8:00-17:00, ALTHOUGH  
FLEXIBILITY IN WORKING  
ARRANGEMENTS WILL BE  
REQUIRED

---

### Holidays:

25 DAYS ANNUAL LEAVE  
PLUS STATUTORY BANK  
HOLIDAYS

---

### Pension:

CONTRIBUTORY  
STAKEHOLDER PENSION  
SCHEME

---

‘A vibrant, buzzing school, with a solid academic underpinning and an outstanding extra-curricular programme producing confident, articulate, mature young people, who start adult life solidly grounded, positive and well informed. ‘A very happy place to be,’ is the consensus of parents and pupils.’

– Good Schools Guide Review 2020

# THE SCHOOL

## Mill Hill School

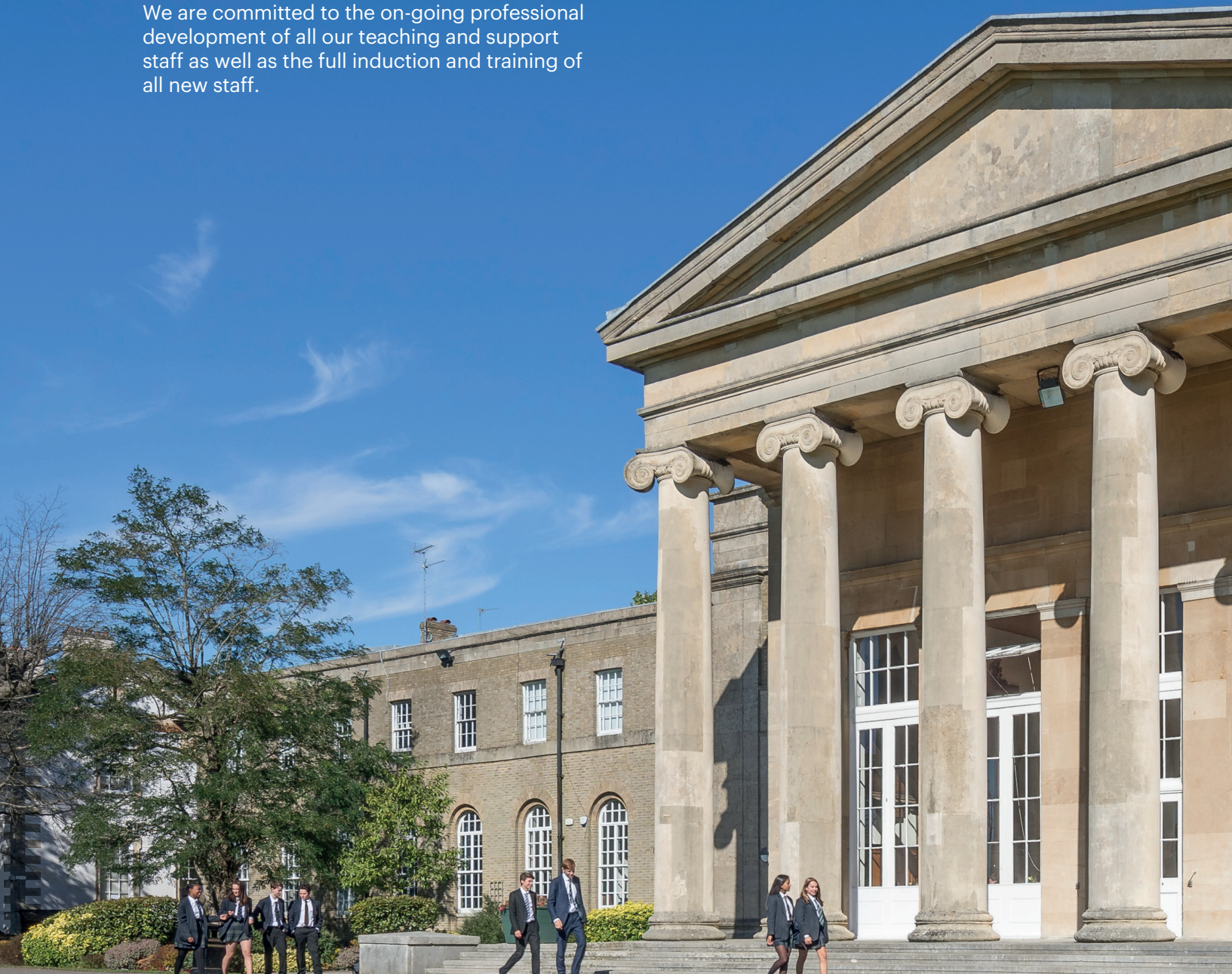
Founded in 1807, Mill Hill School is an independent co-educational boarding and day school with 850 pupils aged between 13 and 18, of whom 310 are in the Sixth Form. The School is one of five in the Mill Hill School Foundation, which comprises Pre-preparatory, Preparatory Senior Schools as well as an on-site International School and Cobham Hall.

We are situated in a magnificent 120-acre parkland campus on the edge of the North London Green Belt, providing a wonderful environment in which to work. The School is very much a community, particularly given the central importance of boarding: we are unusual for a London school to be offering full and weekly boarding, with over 180 boarding pupils. We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.

## The Mill Hill School Foundation Ethos

The Mill Hill School Foundation educates boys and girls from 3–18, seeking to equip them for life, both now and in the future.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen. We seek as a Foundation to instil a love for learning which will last a lifetime whilst balancing this with a readiness to embrace change..



# JOB DESCRIPTION

## Main Duties and Responsibilities

### Administration

- > Be responsible for the confidential secretarial, administrative and clerical duties relating to all aspects of the Deputies work, including management of correspondence and records.
- > Ensure the Deputies are briefed for all meetings with relevant correspondence, documents/ presentations.
- > Open all correspondence, including highly confidential correspondence, and take appropriate action in consultation with the Deputy Heads.
- > Administrative support for Deputies meetings including preparation of agendas, documentation and minuting as required.
- > Be responsible for managing the collation and distribution of information to Parents through School MIS systems i.e. iSAMS as when required.
- > Prepare and send written correspondence in respect of School Detentions and the Head's Detentions.
- > Support with the administration of Pupil rewards and preparation of Commendation certificates.
- > Arrange daily lesson cover for absent teachers.

### Communication

- > Be the first point of contact for all Pupils, Parents and Staff with Academic and Pastoral queries.
- > Welcome guests for the Deputy Heads and act as the main point of contact for visitors, working in close collaboration with the Receptionists.
- > Liaise directly, as required, with the Head's PA, the School's Office Manager, the PAs of the other Foundation Heads and the Central Administration Team for the Foundation.
- > Appreciate and support the role of other professionals; establish constructive relationships and communicate with other organisations and stakeholders as required.
- > Manage all pastoral correspondence and communications with Pupils and Parents as directed.
- > Prepare and send range communications to Parents and Pupils.

### Diary Management

- > Manage each Deputy Head's daily diary, booking and coordinating meetings as required and providing daily schedules.
- > Action diary entry amendments where necessary.
- > Be responsible for the dates in the termly School calendar directly relating to each Deputy Head.

### Data

- > Manage the administration of Academic detentions including tracking and production of reports.
- > Support Academic and Pastoral staff in maintaining and updating spreadsheets containing Pupil performance data.
- > Support Academic and Pastoral staff with the processing, collation, correction and distribution of Pupil reports.
- > Support with updating School and Pupil contact information in iSAMS.
- > Update and maintain staff absence records on iSAMS.
- > Carry out research, obtain information, provide detailed analysis and evaluation of data and information, and produce reports and records as required.

### Events

- > Support with the organisation of venues and hospitality for meetings and events/functions throughout the year, including celebratory teas, and provide administrative support where necessary.
- > Organise and coordinate other School events hosted by the Deputies.
- > Support and manage administrative duties in relation to Parents' Evenings as required.

### General

- > Participate in training and development activities and programmes and attend and participate in meetings as required.
- > Comply with, and assist with the development of policies and procedures, and report all concerns to an appropriate person, in respect of:
  - > Safeguarding
  - > Health, safety and security
  - > Confidentiality, and
  - > Data Protection
- > Perform any other duties as requested by the Head or the Deputy Heads as commensurate with the post.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification at any time after consultation with the post holder.

# PERSON SPECIFICATION

## Qualifications and Skills

- > Excellent verbal and written communication skills, with particular emphasis on letter writing and good communication in email.
- > Strong organisational and planning skills.
- > A creative mind with an ability to suggest improvements.
- > Excellent time management skills and ability to multi-task and prioritise work. Experience of working in a fast-paced environment.
- > Attention to detail and problem-solving skills.
- > Proficiency in MS Office (MS Excel, MS Word and MS Outlook) database packages and internet systems.

## Experience and Knowledge

- > Previous experience in a similar administrative role (desirable).
- > Previous experience of working in a school environment (desirable).
- > Has experience in using a school management information system, e.g. iSAMS (desirable).

## Abilities, Skills and Attributes

- > Be able to work well as a member of a team.
- > Demonstrate attributes of discretion, tact and diplomacy.
- > Show initiative, drive and commitment to ongoing improvement.
- > Be articulate and presentable.
- > Excellent administrative and organisational skills; with good attention to detail and the ability to use initiative and prioritise workload.
- > Demonstrate a co-operative, reliable, customer responsive with a “can do” attitude with good communication skills both on the telephone and in person that allows effective communication at all levels of the school.
- > Demonstrate an aptitude and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges.
- > Be able to work under pressure and meet deadlines whilst producing work that is accurate.



# HOW TO APPLY

1

If you would like to apply for this role, please download the application form from the **School website**, Our Guidance Notes for Applicants can also be found on the website.

[View Online Page](#)

2

Your application form should be completed in full and returned to **applications@millhill.org.uk** by **9:00am on Monday 24 May 2021**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

3

Should you require any further assistance, please contact us via email **applications@millhill.org.uk**

The Mill Hill School Foundation and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

The Mill Hill Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



Instilling values, inspiring minds  
**millhill.org.uk**



**Mill Hill School**  
The Ridgeway  
Mill Hill Village  
London NW7 1QS

020 8959 1221  
**millhill.org.uk**

Follow us  
**@MillHillSenior**

