



JOB DESCRIPTION

Personal Assistant to the High Master – St Paul's School

Department High Master

Line Manager High Master

Role

- To provide a professional, efficient and responsive administrative service to the High Master ensuring the smooth running of her office and administrative requirements.
- To work closely with the Surmaster's PA to ensure the efficient administration of the School.

Main Duties and Responsibilities:

- Act as a gate-keeper to the High Master.
- Deal with all incoming communication, where possible, and ensure appropriate action and follow up.
- Process all out-going correspondence, including dictation, drafting, typing and sending internal and external letters.
- Diary management – to work with the High Master in managing her diary - ensuring daily commitments and travel arrangements are managed effectively.
- Production of reports and letters on behalf of the High Master.
- Minute formal meetings as required by the High Master, including the Core Strategy Group.
- Hospitality arrangements for meetings relating to the High Master, to include meet and greet, catering, meeting room set up and to be available at events where necessary.
- Line management of administrators from time to time.
- Undertake any other reasonable duties as required.
- All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Specific Tasks:

- To provide a courteous, professional, confidential and knowledgeable point of contact for people both within and outside the School who wish to communicate with the High Master; parents, pupils, staff, feeder schools for example.
- To act as proxy for the High Master as and when required.
- Draft correspondence for the High Master (for her edit) in response to incoming letters/emails where possible.
- Understand and assist with High Master expenses.
- Preparation and circulation of paperwork in advance of meetings Chaired and attended by the High Master.
- To understand School processes e.g. Admissions, Induction of new staff etc.
- Be familiar with the key School decisions, strategies and policies.
- Completion of tasks and reports as required at set times throughout the academic year.
- Assist in maintaining pages on the intranet.
- Completing administration for the start and end of term.
- Oversee maintenance and updating of electronic pupil files

Personal Profile and Skills:

St Paul's School Vacancies



- Highly efficient, meticulous, punctual and reliable.
- Courteous, friendly, calm but firm.
- Exceptional interpersonal skills.
- An ability to work as part of a high-performing team.
- Excellent verbal and written communication skills.
- Good time management with the ability to work under pressure and prioritise as necessary.
- The ability to work with high standards of discretion, trust and judgement at all times.
- Able to take responsibility and to seek solutions rather than articulate problems.
- Advanced IT skills – knowledge of Microsoft Office to an advanced level including mail merge.
- Ability to touch type and be proficient at shorthand / speed writing is essential.
- At least three years' PA level work experience essential, ideally at CEO level.
- Experience in a similar role with the education sector an advantage but not essential.
- Line management of staff desirable but not essential.

Hours of work:

The hours of work are 37.5 hours per week Monday to Friday; 8am to 4.30pm including one hour for breaks. The seniority of this position means that you are expected to work such hours as are necessary to complete your work. Some flexibility is therefore required to cover some 'out of hours' meetings.

The role may be offered on an all-year-round basis or term-time only plus an agreed number of weeks during the school holidays, and/or some element of remote working during school holidays. Applicants should make their preferences clear in their application.

Holidays: Full time staff receive 25 days per annum plus 8 Bank Holidays. Annual leave is normally taken during School holidays (term dates can be found here: <http://www.stpaulsschool.org.uk/info/term-dates>) but flexibility is offered subject to High Master approval.

NB: The School normally closes for a period over Christmas, the dates of which are agreed by the Executive Team every year. This closure period may result in additional non-working days, however this is non-contractual and does not affect annual leave entitlement.

Salary:

Competitive salary, dependent on skills and experience.

Role Descriptions:

Sally Anne Huang - High Master, Headteacher of St Paul's School which incorporates St Paul's Juniors

Fran Clough – Surmaster, number two in the Senior School

Oliver Snowball – Head of St Paul's Juniors

October 2023