

Handcross Park School



Headmaster's PA

Job Description

Post: Headmaster's PA

Responsible to: The Headmaster

Overview: This is a key position within Handcross Park School and a very exciting time to be joining this busy, growing school. The role demands exceptional people skills and customer focused attention to detail together with energy and enthusiasm and the willingness to go the extra mile. The Headmaster's PA role encompasses all aspects of office administration and requires a close working relationship with the Headmaster on all aspects of School life.

Main Duties:

- To maintain the Headmaster's diary and liaise with third parties on his behalf. To be proactive in forward planning for the School.
- To provide general and confidential secretarial services to the Headmaster;
- To answer the telephone in a polite and courteous manner and deal with any enquiries efficiently. To redirect calls as may be necessary.
- To perform any typing as required by the Headmaster to include confidential correspondence, drafting of routine letters and preparation of reports and documents.
- To attend the Termly Full Board of Governors meetings and accurately record the Minutes.
- To cover for the School Office Staff team should the need arise.
- To work with the School Secretary to produce the termly School calendar.
- To receive parents and visitors when they visit the school prior to meeting the Headmaster, ensuring they are welcomed in a polite, friendly and efficient manner and providing hospitality as required.
- To develop and maintain the Headmaster's filing system.

- To assist the Deputy Head (Operations) with the administration of major school events including parent functions, musical soirees, Headmaster dinners including raising hospitality catering requests.
- To use the Information Communication Technology as required to efficiently perform duties.
- To work with other members of the support staff team in a co-operative and helpful manner.
- To attend meetings with the Headmaster and take accurate meeting minutes. To maintain strict confidentiality when required.
- To attend the Senior Management Team weekly meetings, to take notes and record accurately action points that may arise.
- To attend Parent Forums and take meeting minutes.
- To arrange pupil dinners and interviews.
- To deliver any reasonable request by the Headmaster.

Person Specification:

The successful applicant needs to have the following skills and qualities:

- Meticulous administration skills
- Excellent communication skills.
- Strong literacy and articulation
- A warm and professional telephone manner
- An ability to demonstrate excellent interpersonal and administrative skills.
- Systems experience on a school or customer management would be an advantage.
- Good IT literacy, with excellent Word and Excel
- Loyalty, tact, enthusiasm and vision
- The ability to work independently yet as part of the team

Hours of work:

This is a term time position plus 5 weeks to include attendance on Staff INSET days. The hours are 8.30am to 5.00pm during term time, with half an hour for lunch (timing to be agreed to assist lunchtime office cover) and 9am to 4pm during school holidays.

In addition there may be a requirement to work a small number of evening and weekend commitments, including attendance at two Saturday Open mornings and the annual Prize Giving Ceremony.

Holidays:

4 weeks per year plus public holidays, (holidays to be taken during school holiday periods in conjunction with the School Secretary).

Salary: £26,000 pa

Other:

- During term time lunch is provided and Supper if evening duties are required
- Contributory pension scheme.
- Three month probation period.

About the School

Handcross Park is a thriving, co-educational day and boarding prep school located near the A23 in West Sussex. It is forward thinking and innovative as well as being a Google teaching school. The pupils are fully engaged in the teaching and learning process. The school is also a member of the Brighton College Family of Schools and takes children from the age of two and prepares them for Common Entrance and Scholarships at Year 8 (13 years of age). Our pupils leave after Year 8 and attend Brighton College and other top senior schools in the country

The School is set in 50 acres of stunning woodland and grounds, and presents a marvellous working environment. It has charitable status and there is a board of Governors. A number of exciting developments are being planned, which is attracting a great deal of interest from prospective parents. The Headmaster, Richard Brown, arrived in September 2016 and is leading the school through this exciting transition. We follow a Monday to Friday teaching routine, with full boarders staying for an activities programme during the weekends. We operate one Saturday Open Morning a term, but also provide representation at the Brighton College Open Mornings for potential boarders in Years 7 and 8.

We are exceptionally well resourced with our own All Weather pitch, sports hall, indoor swimming pool, ICT suite, stand-alone music department, specialist teaching classrooms, boarding house, stand-alone Pre-Prep and extensive grounds.

The approach to teaching and learning is exciting, progressive, and challenging and is focused upon our Ten Core Themes. Change is eagerly embraced by colleagues and pupils who share a passion for learning and finding new and better ways of doing things, and standards are high. Creativity, thinking skills and instilling a thirst for independent learning are at the heart of our approach.

Safeguarding and Child Protection

The post-holder's responsibility for promoting and safe-guarding the welfare of children and young persons' for whom s/he comes into contact, will be to adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.

Promoting Safeguarding and welfare of children and young persons

The successful candidate will be expected to commit to the following;

- Promote and safeguard the welfare of children and young people for whom you come into contact.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

The successful candidate will be required to provide an enhanced DBS Disclosure. In seeking references on short-listed candidates the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

This Job Description outlines the duties for the time being for this post to indicate the level of commitment and responsibilities expected. It is not a comprehensive or exclusive list and duties may be varied from time to time, which does not change the general character of the job or the level of responsibility.

Signed:.....

Date:.....