



Job Description:

PA to the Head and Deputy Head of the Junior School

Main Responsibilities

PA to the Head and Deputy Head of the Junior School:

- organising and updating the Head's and Deputy Head's diary, ensuring careful and manageable use of their time
- producing paperwork as requested by the Head and Deputy Head
- arranging all appointments and meetings involving the Head and Deputy Head
- booking conferences and meetings attended by the Head and Deputy Head
- assist in the production of the Red Book and important dates
- arranging travel undertaken by the Head and Deputy Head on school business
- taking minutes of selected meetings
- receiving and responding to telephone calls and correspondence for the Head and Deputy Head
- communicating with staff and parents as directed by the Head and Deputy Head
- assisting with organising school events arranged by the Head and Deputy Head
- sending out invitations to guests from the Head for school events
- liaising with the other Junior School Secretaries giving advice and assistance when required
- managing and maintaining personal confidential staff records
- using the School database to ensure accurate pupil and staff records are maintained
- assisting in the process of the appointment of new staff and volunteers including DBS checks and other relevant paperwork
- liaising with the HR department and ICT Services regarding the appointment of new staff
- carrying out any appropriate additional tasks as instructed by the Head and Deputy Head

Admissions:

To liaise closely with the Marketing and Admissions Department in providing a bespoke service for all families interested in joining the School. This may include:

- coordinating tours led by the Head and Deputy Head
- welcoming families who come for tours
- coordinating Taster Days for prospective pupils
- overseeing on-entry pupil assessments
- retrieving data from the on-entry assessment database

Contract:

This is a term time role plus an additional 4 weeks in the school holidays, to be worked as agreed with the Head of the Junior School, usually at the start and end of the school holiday periods. Some flexibility is required to support occasional evening or weekend events such as Saturday Open Mornings. The hours of work are 37.5 each week from 8.00 am to 4.00 pm each day, with a 30-minute unpaid lunchbreak.

Benefits:

The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated costs.

A two course lunch is provided to all staff during term time.

The school will auto-enrol eligible support staff into the NEST pension scheme and also offers an alternative pension scheme with Scottish Widows whereby if the employee contributes 6.5% of salary the school will contribute 8.5%. We also have a non-contributory death-in-service policy.

We are an approved operator of the 'salary sacrifice' Cycle to Work Scheme. Additional benefits include free use of the school's Sports facilities which include a well-equipped Fitness Centre.

The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.

How to apply:

PGS is committed to safeguarding children and the successful applicant will be subject to an Enhanced Disclosure DBS check.

Further information is available on the website at www.pgs.org.uk under the 'About Us' section and any queries regarding the vacancy should be emailed to HR@pgs.org.uk

An electronic application would be preferable, submitted to Mrs Ali Stutter, the Head's PA. a.stutter@pgs.org.uk

All applicants should complete a support staff application form, with a full curriculum vitae and a covering letter addressed to Mr Peter Hopkinson, Headmaster, The Portsmouth Grammar School Junior School, High Street, Portsmouth, Hampshire PO1 2LN. Please include email addresses whenever available. All applications should be accompanied by the names, addresses, email and telephone numbers of two referees.

The closing date for receipt of applications is noon, 3 July 2019 and early applications are encouraged. Interviews are scheduled to take place on 8 July 2019.