



## JOB DESCRIPTION

### PA to the Deputy Heads

#### THE SCHOOL

RMS is a leading independent girls' day/boarding School with 1000+ pupils aged 2 to 18 and over 350 teaching and support staff, situated on a 200-acre parkland site near Rickmansworth in Hertfordshire. Potential candidates are strongly encouraged to visit the school website [www.rmsforgirls.org.uk](http://www.rmsforgirls.org.uk) for more information about our thriving school, with its excellent value added results and inclusive community spirit that encourages both girls and staff to share a commitment to continued personal, professional and academic development.

#### THE ROLE

The successful candidate will act as Personal Assistant to the Deputy Heads. They will provide a professional and responsive secretarial and administrative service to the Deputy Heads, acting as the main point of contact, both internally and externally, for all communications to them. The PA to the Deputy Heads will represent the Deputy Heads in various communications and will assist with operational planning and decision-making as appropriate. This post is at the heart of the school's operation and therefore a commitment to the school and its success is a fundamental prerequisite of the post.

**RESPONSIBLE TO:** Compliance & Administration Manager

#### JOB SPECIFICATION

The main duties and responsibilities of the post holder include but are not limited to;

- providing complete PA support to the Deputy Heads, including: the maintenance of the Deputy Heads' electronic diary; organising the Deputy Heads' school appointments; arranging travel and accommodation for conferences and visits; Coordinating visiting speakers; sorting the Deputy Heads' post and emails; ensuring daily commitments are managed effectively and regular meetings are planned in advance
- acting as first point of contact for the Deputy Heads, dealing with incoming communications, including parents, pupils, staff, visitors and other organisations; redirecting queries appropriately, recommending and/or taking action where appropriate, particularly in urgent matters; resolving queries and ensuring appropriate action and follow-up
- processing in-coming and out-going correspondence from the Deputy Heads' office, including taking dictation, drafting, typing and sending internal and external letters and emails
- preparing and circulating agenda, papers, and minutes for meetings chaired by the Deputy Heads, including Pastoral and Academic Committee meetings
- maintaining staff Safeguarding training records, managing schedules of Policy reviews, preparing safeguarding letters for new joiners and leavers
- organising meetings and visiting speakers relating to the Deputy Heads, to include meet and greet, organising catering, meeting room booking and set up
- support the administration of baseline CEM testing across KS3 and 4 and data management in our tracking systems as appropriate. (Training on all systems required will be provided)
- preparing papers and reports for the Deputy Heads as required
- understanding school processes and working closely with administrative staff across school to ensure that an effective administrative service is provided

- familiarising oneself with the school's objectives, strategies and key policies
- representing the school to high standards to both internal and external individuals and organisations, and building these relationships effectively
- taking responsibility for the accuracy, safety and security of all records, documents and other papers retained in the office
- providing any other reasonable duties, support or assistance as requested by the Deputy Heads
- maintaining confidentiality in all matters associated with the duties and responsibilities of the post
- taking responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they may come into contact
- demonstrating an awareness and understanding of the school's Health and Safety policy and implement it as appropriate

**Project Work and Ad Hoc Administrative Support:**

- Work on improvement projects as directed by the Administration Manager
- From time to time, provide assistance/cover/cross training with other reasonable duties or support as requested by the Administration Manager, such as at busy times across Accounts, School Office, Admissions, Alpha, Reception or Data Support as directed by the Administration Manager.

**PERSON PROFILE**

The holder of this post will have to demonstrate flexibility and enthusiasm and enjoy working within a team with all members of the School community

**PERSON SPECIFICATION**

Applicants ought to possess a range of the following qualities and qualifications, plus a commitment to self-improvement and willingness to continue to develop their skills and attainments as befits the role:

Essential Criteria, Experience & Skills

- GCSE grade B or above in English and maths, or equivalent
- Significant PA/ administrative experience at a similar level
- To work with a high level of professionalism and integrity, at all times understanding the need for confidentiality and discretion.
- Ability to inspire the trust and confidence of the Deputy Heads
- Advanced IT skills – including touch-typing and experience of using Microsoft Office to an advanced level.
- Excellent written and verbal communication skills
- Strong interpersonal skills with the ability to liaise with a wide range of pupils, parents, staff and visitors.
- Self-motivated, with the ability to work independently as well as part of a wider team
- Highly efficient and meticulous with good attention to detail
- Strong organisation and time management skills with the ability to work under pressure and prioritise as necessary
- The skills and ability to review and change existing systems and processes.
- Openness to new ideas and practices, adaptable with a positive 'can do' attitude
- A supportive understanding of the ethos of independent education, with a commitment to the school and its success.
- Commitment to the school's policy on, and promotion of Equality and Diversity
- Commitment to child protection and the promotion of a safe environment for children and young people to learn in.

Desirable Criteria

- Educated to degree standard, or equivalent
- Experience of working in a school, or educational environment would be advantageous

- Experience of a commercial background would be advantageous
- Previous experience of iSAMs
- Experience of Google Suite
- Advanced typing qualifications (OCR / RSA III) or equivalent
- Proficiency in shorthand

### **TERMS OF EMPLOYMENT**

The terms of employment include:

- 37.5 hours per week, 8.00am until 4:30pm Monday to Friday, including 1 hour lunch break unpaid during school term time 35 weeks inclusive of inset, plus 2 weeks additional during the school holidays (as agreed with line manager but likely to be in the lead up to the September term). i.e. 37 working weeks total plus 5 weeks paid holiday, taken during the school holiday periods. Ability to work flexibly to meet the demands of the job, including additional hours as required during term time and occasional attendance at school events, including evenings and/or weekends.
- RMS Support Salary range S24 – S30, £22,837 to £25,515 per annum depending upon experience and qualifications.
- Please note, if your start date is part way through the school year (September- August) the allocation of the holiday periods and pay for a term time contract spread over a 52 weeks year will result in your Monthly Pay being pro rata and below 1/12 of your Annual Salary during your first year of employment. Equally if you leave part way through the year your final pay will be adjusted in the same way.
- Staff Pension Scheme
- Free lunches when the School's catering facilities are open
- Free car parking.
- Preferential gym membership.
- School fee discount – subject to terms and conditions of the policy.
- Access to an Employee Assistance Programme.

### **DISCLOSURE AND BARRING SERVICE**

The School is a "Registered Body" under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post will require an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

### **SAFEGUARDING CHILDREN**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement 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 they must report any concerns to the Head.

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

### **REVISION OF JOB DESCRIPTION**

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.