

JOB DESCRIPTION

Headmaster's Personal Assistant

The Headmaster's Personal Assistant carries out a key role in providing courteous, efficient and confidential administrative support to the Headmaster. The Headmaster's support office is shared with the Bursar's Secretary, and it is important for both to be familiar with the overall operation of the office so that it can continue to run smoothly when one or other is out of the office or on holiday.

Responsibilities and Duties

Headmaster's Office:

You will play the leading role in the running of the Headmaster's Office and a certain amount of decision making will be required in the absence of the Headmaster when appropriate. The main areas of responsibility are as follows:

- Liaising between the Headmaster, Senior Management Team (SMT), all members of Common Room, the Bursar and Bursarial departments.
- Be responsible for confidential secretarial, administration and clerical duties relating to all aspects of the Headmaster's work.
- Sorting the Headmaster's mail, both electronic and hard copy, and in consultation with the Head drafting answers to some letters, allocating others to different members of the SMT and keeping the Headmaster informed of decisions taken.
- Manage calls to the Headmaster's office and written enquiries, keeping a record of enquiries and responses as necessary.
- Ensuring the Headmaster is well-briefed and has all paperwork required in advance of meetings, internal and external.
- Processing expenses on behalf of the Headmaster.
- Co-ordinate external visits for the Headmaster including travel and accommodation arrangements where necessary.
- Maintaining database of Headmaster's contacts.
- Close liaison with the Admissions Office for diarising prospective pupil visits and keeping track of Admissions numbers.
- Organise regular meetings between Headmaster and members of SMT.
- Organise ad hoc meetings between Headmaster and staff members.
- Take minutes of meetings and ensure action points are followed through.
- Accompanying Headmaster to meetings or events when required.
- Carrying out ad hoc errands when required.
- Carrying out some project and research work as and when necessary.

Academic Staff Recruitment:

- Liaise with the Personnel department regarding recruitment of academic staff to ensure that the interview processes run as smoothly as possible.
- Liaise with Personnel department and/or Director of Finance on detail of recruitment matters, staff salaries and paperwork to produce offer letters and other routine recruitment correspondence for the Headmaster.

Administration – to include:

- Compile, research and provide information for sector questionnaires and surveys, including but not limited to the ISC and DFE census as directed.
- Assist with the appraisal and management of administration staff including the identification and organising of appropriate training and development.
- Set up appraisal documentation and meetings with academic staff according to the agreed schedule, and as requested by the Headmaster/Deputy Headmaster and make links with salary advancement where necessary in accordance with current practices.
- Prepare an annual Administration Development Plan and budget in conjunction with the Deputy Bursar and Personnel Manager.
- Run Administrative staff meetings to discuss and develop cross-departmental working and improve efficiencies.
- Take the lead in compiling and distributing accurate internal publications such as telephone lists, staff photo documents, directories etc.

General:

- Make hospitality arrangements for meetings relating to the Headmaster, to include meet and greet, catering, meeting room set up and to be available to assist at events where necessary.
- General office management for the office e.g. photocopying, filing and to include providing absence cover for the Bursar's secretary as and when required (holidays and sickness).
- Undertake any other reasonable duties as required and commensurate with the general level of responsibility of the post.
- 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.

This job description will be subject to review/amendment during the appraisal procedure by agreement between both parties in accordance with established practice.

Personal Profile and Skills:

- Highly efficient, meticulous, punctual, reliable and with a sense of humour.
- 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 highly confidential matters, with high standards of discretion, trust and judgement at all times.
- Able to take responsibility and to seek solutions rather than simply 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 desirable.
- Degree educated and/or a minimum of five years' experience as a Senior PA ideally in a School based environment.

Hours of work:

Full-time, full year based on a maximum of 45 working hours per week, although with more flexibility available during holiday periods. Generally speaking, hours of work will be 08:00 – 17:30 Monday – Friday although some flexibility with this may be considered.

Some occasional evening and weekend working will be required to support the Headmaster and Events.

Holidays:

25 days per annum plus Bank Holidays when out of term time. Annual leave should be taken during School holidays.

NB: The School is normally closed over the Christmas period, during which staff are not normally expected to attend work. This is non-contractual and does not affect annual leave entitlement.

Salary:

Competitive salary which will be dependent on skills and experience.

Benefits:

- Sports Club membership.
- Lunch available during term time.
- Auto enrolment into a pension scheme.
- Car parking.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder will be subject to an enhanced DBS check.

October 2018