



Job Description

Job Title:	Business Development Assistant to the Assistant Principal: Business Development & Registrar
Reports to:	Assistant Principal: Business Development & Registrar

Job Purpose

The post holder will be expected to provide secretarial and administrative assistance to the Assistant Principal (Business Development & Registrar) and the Business Development Team in all work-related matters, as necessary. This is a key position within the School, which will directly support the work of the Assistant Principal (Business Development & Registrar) in providing first-class Business Development for the School.

The Assistant Principal (Business Development & Registrar)'s Business Development Assistant is the first point of contact for a wide range of stakeholders, both internally and externally.

Key Duties and Responsibilities

- Provide a highly effective and efficient administration and support service to the Assistant Principal (Business Development & Registrar), maintaining the highest level of confidentiality.
- Serve as the Assistant Principal (Business Development & Registrar)'s primary point of contact delivering comprehensive administration support. This includes managing and responding to emails on behalf of the Assistant Principal, prioritising urgent matters, and ensuring timely communication.
- Oversee the Assistant Principal's diary by scheduling meetings, appointments, and events, whilst ensuring all relevant meeting paperwork and materials are prepared in advance.
- Facilitate effective communication between staff, parents, and external stakeholders, ensuring smooth coordination across all parties.
- Screen, filter and prioritise all incoming correspondence, providing the Assistant Principal (Business Development & Registrar) with necessary information to assist replies, drafting responses where appropriate and using one's own initiative confidently and assertively.
- Be the first point of contact in co-ordinating internal appointments with the Marketing and Admissions team.
- To attend meetings as instructed by Assistant Principal (Business Development & Registrar). Minute any meetings where required.
- To attend relevant marketing events, which may occur outside of usual working hours.
- Carry out reasonable requests/tasks made by, and in conjunction with the Assistant Principal.
- Receive and welcome visitors to the School on behalf of the Assistant Principal (Business Development & Registrar), providing refreshments as required.
- Liaise with staff, parents, students, and members of the community on behalf of the Assistant Principal (Business Development & Registrar).
- Support the Assistant Principal (Business Development & Registrar) with all Business Development related policies and procedures.



- Organise all travel and accommodation arrangements for the Assistant Principal (Business Development & Registrar) in line with the School's financial regulations.
- Provide appropriate cover as necessary in the absence of administrative staff.
- Provide administrative support to other departments during the School holidays.
- The details of this job description and person specification are subject to review and amendment in consultation with the post holder.

Key Experience and Skills

Essential Qualifications, Skills, Knowledge and Experience

- Experience of working as a PA/Secretary or similar role.
- A good, articulate communicator, with a confident delivery style and the ability to pitch communications at the right level.
- Self-motivated and proactive in anticipating the needs of the Assistant Principal (Business Development & Registrar) and flagging up areas of concern.
- Excellent literacy and grammatical skills, with experience of report writing.
- Proven experience of minute-taking in an academic environment or at executive level.
- Excellent MS Office and database skills.
- Proven ability to deal diplomatically, sensitively, and discreetly with information which will often be confidential.
- A good listener with the ability to recognise "the customer" and to provide first-class customer service.
- To be positive and approachable when engaging with a wide range of key stakeholders.
- To be extremely organised, efficient, flexible, and able to work independently with good attention to detail.
- A team player with the ability to focus on tight deadlines and changing priorities in a busy environment.
- To be able to respond to situations quickly and effectively to ensure swift outcomes.

Desirable Qualifications, Experience, Skills

- Experience of working in an educational environment

Health & Safety

Personally responsible for the health, safety and welfare of all staff and students that may be affected by the postholder's acts and/or omissions.

Equal Opportunities

Personally responsible for equal opportunities awareness and ensuring that the postholder is aware of, and carries out, the provisions contained in the Equal Opportunities policy.

Safeguarding Children

To be responsible for safeguarding and promoting the welfare of children and young people.