



Job Description

JOB DETAILS

Job Title: Headmistress' PA

Reports to: Headmistress

Location: Falcons Pre-Prep

JOB PURPOSE

The post holder will be a member of the staff at Falcons School for Boys and will hold responsibility for the administration of the school as delegated by the Headmistress. The role requires the ability to work in a busy school environment with experience of working efficiently under pressure, of prioritising, taking initiative, and providing administrative support within the school setting.

RESPONSIBILITIES

Day to day

- First point of contact for parents
- Read and respond to emails
- Respond to parental enquiries either in person or by phone or by e-mail
- Respond to e-mails throughout the day
- Open school post and Headmistress' post and distribute accordingly
- Liaise with the school caretaker regarding jobs in the school
- Answer the door to visitors and suppliers and take responsibility for the signing in and out procedure
- Relay messages to staff, parents and Headmistress
- Manage Headmistress's diary
- Organise parents' and new parents' meetings with Headmistress

- School contact for the school.
- Note phone messages and record staff absences
- Create and maintain staff and pupils' files
- Devise and maintain office systems, including data management and filing
- Support administrative questions and needs from staff as appropriate

Registration

- Liaise with the Registrar and Finance Officer about registrations and admissions
- Send out documentation to parents
- Enter details of parents and pupils onto SIMS database

Other Duties

- Manage Intouch communication with parents
- Prepare employment contracts for staff
- Manage documentation of new staff
- Manage the staff file system
- Maintain petty cash
- Prepare and send monthly data to Head Office
- Manage correspondence for Headmistress
- Type parent letters and distribute
- Type letters for senior leadership team as requested
- Attend Alpha Plus training sessions as required
- Book venues/transport for school events
- Meet and greet on parents consultation evenings and other occasions as deemed necessary by the Headmistress
- Liaise with parents regarding events such as second hand uniform sale
- To attend and minute meetings where required
- Complete SIMS register
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and others and to comply with the policies and procedures relating to health and safety
- Support and encourage the school's ethos and its objectives, policies and procedures
- Uphold the school's policy in respect of child protection and safeguarding matters.
- Administer first aid, be a three day at work trained first aider

SKILLS REQUIRED

- Highly effective and positive communication skills
- Good people management skills, able to delegate appropriately
- Ability to work on own initiative
- Excellent organisation and planning skills
- Ability to approach confidential matters with discretion, sensitivity and diplomacy
- Ability to liaise confidently with senior management, staff, parents and the wider community
- Friendly, enthusiastic, approachable

EXPERIENCE REQUIRED

- Computer literate – good skills in Word, PowerPoint and Excel
- Be willing to learn the SIMS administration system
- An understanding and appreciation for confidentiality and safeguarding

The above list is not an exhaustive list of duties. You will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

SAFEGUARDING

APG is committed to safeguarding and promoting the welfare of children and young people and as an employee of APG you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff within APG Schools and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.
