



# FOREST SCHOOL

## **PA TO THE DEPUTY HEAD PASTORAL**

### **Maternity Cover Commencing November 2017**

#### **JOB DESCRIPTION**

The role of the PA to the Deputy Head Pastoral is to provide support across all areas of his responsibility through a full confidential, high quality executive assistant and secretarial service. This includes dealing with governors, members of the senior leadership team, teaching staff, parents, pupils and visitors to the school on his behalf. The role holder would work closely with other members of the School's Administrative Team and also with external agencies, promoting a positive image of the school.

The PA to the Deputy Head Pastoral must have the ability to communicate in an efficient and friendly manner. It is important to develop continuity and consistency and a day-to-day rapport with pupils and staff showing appropriate care and concern for parent and pupils needs. The successful candidate will be an extremely high calibre person with excellent proven administrative and computing skills (including Word, Excel spreadsheets and related formulae, PowerPoint and Outlook). They will be proactive with a "can do" approach and able to work on their own initiative.

#### **Principal responsibilities (subject to development):**

- Providing general administrative and secretarial support to the Deputy Head Pastoral, the Housemaster and Housemistress team and the school counselling service
- Runs the diary of the Deputy Head Pastoral
- Assist Deputy Head Pastoral in arranging and coordinating projects within the school, e.g. AS Tracking, staff training, Head of Sanction and Attendance/punctuality Logs.
- Organisation and management of calendared pastoral events
- To provide administrative support to the Deputy Head Pastoral with reference to Policy updates and dissemination of Pastoral information to staff, parents and pupils
- To attend and take minutes of scheduled pastoral meetings
- Dealing with day to day pupil and staff issues

- Dealing promptly with parental queries on the telephone, by e-mail and by mail
- Communicating with outside bodies, suppliers (educational suppliers, equipment etc.), liaising with other schools
- Attend and assist with Open Day and various other school events
- Meet and greet visitors
- Collects, opens, sorts and distributes the Deputy Head Pastoral's post and outgoing correspondence
- Uses iSAMS to obtain information on behalf of the Deputy Head Pastoral for any meetings with staff or pupils
- Carries out photocopying and preparation of material for Deputy Head Pastoral as required
- Uploads information to iSAMS, the School Intranet, Website and parent and pupils portals on behalf of Deputy Head Pastoral and ensures that all such information is accurate and up-to-date by removing any that is out of date at the relevant time.
- Receives and responds to e-mails, written correspondence and telephone calls on behalf of the Deputy Head Pastoral using own initiative to take action on standard administrative and secretarial matters on his behalf
- Other reasonable duties as required by the Deputy Head Pastoral

### **Person Specification:**

- Experience of supporting senior management in an educational setting
- A high standard of general education
- Discretion, confidentiality, loyalty and trustworthiness
- Well-developed written communication skills with high standards of literacy
- Excellent administrative and organisational skills with the ability to prioritise, manage tasks and meet deadlines
- A high level of proficiency in the use of ICT, including Word and Excel
- Excellent interpersonal and communication skills, both face-to-face and on the telephone
- Ability to research, digest, analyse and present material clearly and concisely
- Common sense and initiative
- Proactive with ability to anticipate issues in a timely manner
- An excellent eye for detail and accuracy
- A positive attitude to routine tasks
- Self-motivated and flexible with a positive can-do and professional attitude

**General Requirements – All Staff:**

- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School’s Safeguarding and Child Protection Policy at all times
- Display correct staff identification at all times whilst on site
- Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire School staff population
- Adhere at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of you and colleagues as well as pupils, staff and visitors

**Hours of Work:**

- **Term time:** 08.00-17:00 Monday-Friday, with one hour for lunch.
- **School holidays:** 08.30-15.30, Monday to Friday for 7 weeks outside term time as follows: 4 weeks during summer holidays, 1 week during Lent break, 1 week at Trinity, 1 week during the Michaelmas Term break.
- **Required attendance:** In addition, and as part of the contracted hours, the post holder will be required to attend Open Day, Information and Welcome Mornings, Entrance Examinations and Commemoration Day (all Saturdays) as well as some evening events. Time off in lieu and additional payment will not be made for these days.
- **Holiday:** To be taken during school holidays in accordance with the School’s absence policy.
- **Line Manager:** Deputy Head Pastoral and the Bursar.

**DECLARATION**

I confirm my acceptance to the terms and conditions above.

Print your full name:

Signature: .....

Date: .....