**JOB DESCRIPTION**

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| **Job Title:** | PA to the Head | **Department:** | Head |
| **Hours of Work:** | 08:00 – 17:00, working term time and an additional seven weeks during the school holidays; may be open to negotiation for the right candidate. |
| **Responsible To:** | Head | **Responsible For:** | N/A |

**Summary of Role:**This is a high-profile role within the School requiring the highest professional standards and outstanding personal qualities. The Head’s PA will act as the first point of contact for the Head and will provide full administration and organisational support to ensure the smooth running of his office and to assist the Head in all aspects of his role.

The PA will play a vital part in the higher-level co-ordination and smooth-running of Woldingham School.

This Job Requirement provides a guide to and general description of the duties and responsibilities of the PA. The PA will be expected to undertake any other tasks as may reasonably be requested by the Head.

**Specific Responsibilities:**

**Head’s Diary**

* Manage the Head’s daily work schedules by prioritising and presenting key tasks and work requirements; management of appointment schedules; planning and scheduling meetings, conferences and travel as necessary; protecting strategic planning time in the Head’s weekly schedule.
* Act as gatekeeper to the Head’s protected time in the diary.
* Ensure complete accuracy of the Head’s diary in relation to the Woldingham School calendar of events.
* Manage the scheduling of regular meetings with pupils such as Ribbons interviews, Ribbons lunches, Year 11 individual interviews and tutor group meetings with the Head.

**Head’s Meetings**

* Assist the Head with the preparation and planning for all meetings.
* Ensure that the Head has all relevant documentation when attending external meetings.
* Organise travel arrangements on Head’s behalf including booking travel tickets, taxis etc, as required.
* Take minutes at the Staff Conferences and Staff Briefings.
* Prepare the agenda for the weekly SLT meetings and the availability of SLT for Operational and Strategic meetings.
* Use iSAMS to obtain information on behalf of the Head for any meetings with staff or pupils.
* Liaison with the Registry to ensure that Head has all relevant information when meeting current or prospective pupils and parents.
* Undertake projects as required; prepare reports following collection and analysis of information.

**First Point of Contact, Visitors to the School & School Events**

* Be the first point of contact for all enquiries in person and over the phone/e-mail/post for the Head’s office, liaising with parents, pupils, staff and visitors.
* Meet and greets visitors, interview candidates and other guests of the School.
* Arrange schedules for visiting guests, liaising efficiently with all appropriate persons.
* Assist with the organisation and preparation of school events, such as Open Morning and Prize Day.
* Support preparation for any ISI inspection.
* Assist with the organisation of bespoke Prep School Open Mornings

**Administration**

* Initiate draft responses whenever a written reply is required from the Head and produce final approved letters for posting.
* Collect, open, sort and distribute the Head’s post and correspondence.
* Enhance SLT effectiveness and conserve School Leadership Team time when appropriate/required by researching, and routing all incoming correspondence; drafting appropriate reply letters and documents; collecting and analysing information; initiating communications as required.
* Manage the contents of the ‘Head’ email account.
* Assist with the collation of Governors’ Reports in preparation for their submission to Committees and the Board.
* Liaise with Heads of Departments and Heads of Years to prepare reference requests for staff and pupils; once authorised by the Head to issue as appropriate.
* Assist with correspondence received from external professional agencies such as GSA, HMC, BSA and CISC.
* Collate SLT holiday emergency contact details for each half term and holiday period.
* Management of information requirements by transcribing, formatting, inputting, editing, retrieving, copying and transmitting data as required including use of the School management information system (MIS) to maintain and update relevant internal databases.
* Carry out photocopying and laminating of material for Head as required.

**Record Keeping**

* To retain, update and archive all pupil files.
* Provide historical reference by developing, maintaining and utilising hardcopy and electronic filing and retrieval systems; recording meeting discussions as directed.
* Initiate and maintain records of the Head’s termly responses to pupil progress and achievements at each reporting stage.
* Update/upload academic school policies to the intranet system.
* Compile invitation lists and responses to invitations issued on behalf of the Head, such as Prize Day, Carol Service and Prep Heads lunches.
* Oversee the Head’s Christmas card list and arrange sending out signed cards.

**HR Support**

* Provide support to HR as required particularly in relation to academic recruitment.

**Sensitive Information**

* Maintain management confidence and protect operations by keeping all information private and confidential at all times.

**Other**

* Build relationships with other Head’s PAs, particularly at Prep Schools
* Order flowers on behalf of the Staff Committee and for other relevant events e.g. Prize Day.

# **General**

1. To provide cover and support in the absence of the PA to the Director of Finance and Operations and PA to SLT.
2. To provide occasional reception cover, as and when required.
3. To attend weekly admin meeting and provide updates.

**Terms and Benefits**

* **Start Date:** As soon as possible
* **Working hours**. Monday to Friday, 08:00 – 17:00, working term time and an additional seven weeks during the school holidays; may be open to negotiation for the right candidate.
* **Salary**. Competitive, depending on experience.
* **Holiday**. The holiday entitlement is 5 weeks per year plus public holidays (pro rata). It is expected that leave will normally be taken in school holidays.
* **Pension.** The PA to the Head will be auto enrolled into the School’s pension scheme, which includes life assurance.
* **Lunch.** A free lunch is available in the dining room each working day when the kitchens are open.
* **Parking.** There is free parking on site.
* **Gym and Pool.** There are staff sessions for use of these facilities.
* School fees remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * At least 3 years’ experience in providing close administrative/assistant support at Senior Director/Executive level in a School or business environment.
* High level knowledge of office administrative and clerical practices and procedures.
* Excellent organisational skills; ability to plan and coordinate activities and establish priorities;
* A creative problem-solver who presents solutions;
* Outstanding attention to detail;
* Shows initiative and the capability to follow through quickly and efficiently with all tasks; the ability to think ahead and work flexibly without the need for constant direction to deliver outputs.
* Understanding of the importance of confidentiality and discretion, and able to deal with sensitive and personal information.
* An excellent command of written English; high level spelling and grammatical skills;
* Fluent and accurate spoken English.
* Proven experience of producing quality correspondence and documents.
* Excellent ICT Skills.
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| **Personal Behaviours** |  |
| * Committed to fully supporting the Head and Woldingham School in this highly responsible position.
* An outgoing, affable and positive personality with energy, drive and a ready sense of humour.
* Loyalty, integrity and discretion.
* Excellent inter-personal and verbal communications skills; good telephone manner; courteous and able to establish harmonious links with work colleagues at all levels.
* A good team worker who is able to mix with anyone.
* Smart personal and professional appearance.
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| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the School community.
* Committed to the Sacred Heart Values.
* Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.
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| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people.
* A satisfactory Enhanced Disclosure from the DBS.
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