



JOB DESCRIPTION

Job Title:	Senior Leadership Team (SLT) PA	Department:	School Office
Hours of Work:	37 weeks per year - Term Time + 3 weeks (2 weeks at end of summer holidays + 5 days as required over the holidays). Monday to Friday 9am to 2pm or 3 days per week 9am to 5pm - 22 ½ hours per week		
Responsible To:	School Office Manager	Responsible For:	N/A

Summary of Role

The SLT PA will be required to establish a support regime for those members of staff who are allocated to be supported by this role to ensure that PA and administrative requirements can be met in a timely manner. Any conflicts in tasking priorities will be resolved by the School Office Manager.

This Job Requirement provides a guide to and general description of the duties and responsibilities of the SLT PA. The SLT PA will be expected to undertake any other secretarial and administrative tasks as may reasonably be requested by the SLT through the School Office Manager.

Specific Responsibilities may include:

PA Support to the Assistant Head: Director of Safeguarding

- Sending out weekly counselling appointments
- Ensuring all safeguarding training is sent to those unable to attend the training
- Safeguarding meeting monitoring
- Preparing leavers safeguarding reports for new schools
- Provide PA support to the Safeguarding Committee meetings.

PA Support to the Deputy Head Academic

- Distribution of materials to Heads of Department (HoDs) as required.
- Typing notes including papers prepared for Governors.
- Minutes of meetings.
- Update DHA policy statements as required.
- General oversight and preparation of school brochures/academic handbook.
- Preparation for recruitment of staff/interviewing.
- Enhance SLT effectiveness and conserve senior management time when appropriate/required by researching, and routing all incoming correspondence; drafting appropriate reply letters and documents.

PA Support to the Senior Deputy Head

- Preparing letters for weekly parent communications.
- Typing notes/minutes of meetings – weekly (as required).
- Statement of weekend arrangements for pupils – undertaken weekly
- Holiday arrangements for residential staff.
- Update DHP policy statements as required.
- Update Personal Tutor documentation annually.
- Assistance with Thrive conference communications and materials.
- Admin for residential events/dinners and compiling required returns.
- Assistance with handbook updates.

PA Support to the Head of the Sixth Form (HoSF)

- Assisting the with administration related to the Sixth Form events.
- Administrative assistance with the Sixth Form lecture programme to include the following: Sixth Form Induction, Sixth Form Transition, Sixth Form Retention, Sixth Form Entry
- Community Service.
- Assistance with Thrive.
- Manage the administration for the Ribbons assessment process including collating applications, organising interviews and produce letters.
- Preparing letters relating PT Meetings and compiling required returns.

PA Support to the Head of Boarding

- Coordinating the termly flexi boarding administration and records.
- Admin support for HSMs and their boarders.
- Admin for train strikes when there are additional boarders
- Preparing weekend arrangements schedules weekly
- Collating end of term and start of term information
- Minute taking for weekly residential meetings

PA Support Head of Marden

- Typing notes/minutes of meetings – weekly (as required).
- Marden Induction day and leavers preparation
- Assisting with administration for all Marden events

PA Support to Head

- Covering for the PA to the Head when required.

General

1. Supporting the School Office team when required.
2. To provide reception cover as and when required.
3. Update lists – residential rotas/meal rotas/fire officer/night service.
4. Update Personal Tutor documentation annually.

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
<ul style="list-style-type: none"> • 3 years' experience of working in a PA/Secretarial capacity in a busy office environment. • Experience in supporting multiple departments/managers • Good organisational skills; ability to plan and coordinate activities and establish priorities. • A creative problem-solver; attention to detail. • Capability to follow through quickly and efficiently with all tasks. • Proven experience of producing quality correspondence and documents. • Understanding of the importance of confidentiality and able to deal with sensitive and personal information. • Excellent inter-personal and verbal communications skills; good telephone manner; ability to establish harmonious links with work colleagues at all levels. • Ability to manage competing demands and strong prioritising skills. • Excellent minute taking. • Fluent and accurate written and spoken English. • Good ICT Skills. 	<ul style="list-style-type: none"> • Experience working in the education sector.
Personal Behaviours	
<ul style="list-style-type: none"> • An outgoing, confident, affable and positive personality. • A pro-active person of integrity, drive, energy, stamina and discretion. • Capable of using own initiative. • A good team worker who is able to mix with all staff. • Be self-motivated, enthusiastic and committed to supporting the senior management fully in this responsible position. • A proactive and strong team player who is happy to get involved in all aspects of School Office activities. • Contribute to the maintenance of a positive and supportive work culture; being prepared to assist colleagues during peak workload periods and to cover other duties on an occasional basis as reasonably required by the School Office Manager. 	
Ethos and Whole School Values	
<ul style="list-style-type: none"> • Committed to operating as part of the School community. • Committed to the Sacred Heart Values. 	

<ul style="list-style-type: none"> • Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. 	
Safeguarding and Pastoral	
<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people. • A satisfactory Enhanced Disclosure from the DBS. 	

TERMS AND BENEFITS

- **Start Date:** ASAP
- **Working hours:** Term time plus 3 weeks, Monday to Friday 9am to 2pm or 3 days per week 9am to 5pm, 22.5 hours per week, 37 weeks of the year although flexibility in these working hours will be required to meet the demands of the role.
- **Salary:** £15,256 (£30,271 FTE)
- **Holiday:** The holiday entitlement is pro rata 5 weeks per year plus public holidays. It is expected that holiday will usually be taken in school holidays.
- **Pension:** You will be auto enrolled into the School's pension scheme (after three months of service), 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.
- **Fees:** Subject to Governors' discretion, school fee remission may be available for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the usual entrance requirements