

## Job Description – Head’s PA

**Title:** Personal Assistant

**Section:** Administration

**Hours:** 37.5 hours per week (08:30 to 16:30  
Mon – Fri), Full Time, 25 days annual  
leave during school holiday periods

**Reports to:** Headmaster

### Main purpose of the job:

- To be responsible for confidential secretarial, administration and clerical duties relating to all aspects of the Headmaster’s work, including management of diary, correspondence, record keeping, minute taking and organising school events.
- To ensure that staff, parents, pupils, visitors and third parties receive a personalised and professional service

### Specific Responsibilities:

- Carry out all confidential secretarial, administration and clerical duties relating to all aspects of the Headmaster’s work
- Management of Headmaster’s diary including making travel arrangements as required
- Ensure the Headmaster is briefed for all meetings with relevant correspondence, documents/presentations
- Open correspondence addressed to the Headmaster and in consultation with him, take appropriate action
- Take minutes at staff meetings / briefings as required and ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales
- Be responsible for all the Headmaster’s administrative filing including confidential personnel files
- Carry out all HR responsibilities including organising interviews and verifying all recruitment related documentation, record-keeping, absence monitoring and preparation of absence sheet for payroll, responding to HR related queries from staff and specifically with respect to the Single Central Register.
- Be fully conversant with the new GDPR
- Operate the SchoolMoney payment system for parents
- Manage the trip payment spreadsheet
- Prepare the School Diary for circulation to all parents termly
- Covering reception as required
- Organising of school events
- Complete both the Department for Education and ISC Census annually
- Manage hospitality for meetings and events/functions throughout the year
- Receive and appropriately deal with e-mail correspondence
- Photocopying documentation as required
- Provide refreshments for visitors to the school as appropriate
- Organise the Student / Teacher planners

- Organise the design and printing of the school Christmas Card and distribution
- Organise and oversee School Photographs
- Manage the School Calendar

**Other General Responsibilities:**

- To maintain a high degree of confidentiality and respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken
- Liaise with whole school staff to order stationary and school supplies as necessary
- To act as point of contact for visitors to the school ensuring all visitors sign in and out of the building and wear their 'Visitor' badge at all times
- Filing and archiving as required
- Answer incoming calls and ensure they are referred to staff as appropriate
- Operate as a flexible member of the Non-Teaching staff, providing administrative support as necessary to facilitate a 'One Team' approach
- Work in the school office to support the Receptionist, Registrar / Marketing Officer if required
- Be conversant with ParentMail

**Resources:**

- To operate office equipment e.g. computers, copiers and phones
- To use Microsoft packages as required to produce correspondence, spreadsheets and reports

**General Responsibilities:**

- To be aware of and comply with policies and procedures relating to safeguarding, health and safety, confidentiality and data protection, reporting any concerns to an appropriate person
- Provide a high standard of customer care to all users of the school
- To be aware of and support diversity and equal opportunities for all, appreciating and supporting the role of other professionals
- To contribute to the overall ethos, work and aims of the school
- To attend and participate in meetings as required
- To attend school open days and school events as required
- To participate in training and other learning activities
- Fully and positively participate in the schools appraisal system in order to develop and enhance personal and school performance
- To undertake all other duties commensurate with the level of the post as required, ensuring the efficient and effective running of the school.

**Personal Specifications:**

- Excellent IT skills – including intermediate or advanced level in Microsoft Word, Excel,

#### Publisher and Powerpoint

- The ability to work unsupervised and to prioritise work during peaks of commitment
- Good levels of written and spoken English
- Experience of working in a school or with young people would be desirable
- Attention to detail
- Well-presented appearance and professional manner
- Understanding of the importance of confidentiality
- The ability to work as part of a team and to assist others where required
- Good organisational and administration skills
- Maturity and a calm friendly manner even when under pressure and the ability to employ tact and diplomacy in challenging or sensitive situations.