

JOB DESCRIPTION

JOB PURPOSE: To provide efficient and confidential personal assistance to the headteacher and bursar

REPORTING TO: Headteacher
Bursar

Main responsibilities:

- To provide effective PA support to the headteacher & bursar
- To organise and maintain the headteacher's diary
- To organise meetings & appointments for the headteacher, ensuring that they are adequately briefed and have all relevant papers
- To provide hospitality for visitors as required
- To make travel arrangements and bookings as required
- To act as a minute secretary for meetings as directed by the headteacher & bursar
- To liaise, with tact and diplomacy, with other school staff and other stakeholders
- To recognise and utilise PR opportunities
- To aim for excellence in standards
- To be the first point of contact in all matters concerning the headteacher
- To meet daily with the headteacher to review needs and priorities
- To manage the head's daily correspondence & dealing with as necessary in discussion with the head
- To process letters, policies and documents for the headteacher as directed
- To undertake the headteacher & bursar's filing (paper and digital) as and when necessary
- To assist with confidential secretarial, administration and clerical duties including the accurate preparation of confidential reports and other document including class profile and school profile (EAL, ethnicity, faith etc)
- To coordinate information for parents including curriculum maps
- To interrogate data and produce reports from SIMS, other school databases and spreadsheets e.g. end of year assessment data and pupil data such as ethnicity, faith, EAL and SEND
- To research and collate senior school admissions information, coordinating communication between schools, parents and Holy Cross Prep
- To maintain the senior school results and destinations of year 6 leavers
- To be liaison between school and the FOHC (parent association) and form reps
- To monitor and respond to the form rep Yammer (social media Q&A) feed
- Undertake tasks for SLT
- When the situation demands, undertake main office duties and provide cover in instances of absence
- To track all documentation templates that require maintenance
- To prepare and update documentation templates on a termly/annual basis e.g., timetables, class profiles, curriculum maps, long term curriculum plans, reports to parents, lockdown emails
- Provide support for school events which will require occasional evening and weekend working

General duties:

- To maintain good relationships and communication with all other members of the administrative staff
- To attend in-service training appropriate to the department
- To maintain complete confidentiality of all information concerning the trustees, advisory body, headteacher, SLT, staff, parents and pupils that may be known or acquired in the course of work



POSITION: PA to Headteacher and Bursar

HOURS: Full time (all year)

- Ensure skills, including ICT skills, are kept up to date to perform role successfully
- Use discretion in providing information both within and outside school
- Maintain high professional standards of attendance, punctuality, appearance and conduct
- Maintain positive, courteous relations with pupils, parents and colleagues
- Respect and follow school policies and procedures
- Engage actively in the performance review process
- Undertake other relevant duties associated with the job purpose allocated at the discretion of the headteacher, bursar or other designated manager

This job description should be seen as enabling rather than restrictive and is subject to review.

Signed: _____

Name: _____

Date: _____

POSITION: PA to Headteacher and Bursar
HOURS: Full time (all year)

PERSON SPECIFICATION

Essential or desirable	Requirements
Qualifications	
E	GCSE pass (or equivalent) in English Language
E	Recognised admin or secretarial qualification at level 3 or above, or the equivalent gained through experience
Experience	
E	Experience of working in a similar role in a busy, service driven environment
D	Experience of working in a school environment, ideally an independent school
Skills/Knowledge	
E	Excellent interpersonal and communication skills including the ability to relate well to people at all levels with sensitivity, tact and diplomacy
E	Skilled at building positive relationships with all stakeholders (e.g. parents, pupils, staff)
E	First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines; systematic approach to tasks, with attention to detail
E	Excellent written and spoken English
E	Highly competent in use of Microsoft applications including Word, Excel, PowerPoint, and Outlook to produce quality reports/documents/presentations
D	Familiar with school specific software such as SIMS, Clarion Call
D	Knowledge and understanding of safeguarding relevant to the role
D	Knowledge and understanding of GDPR and data protection
Personal Attributes	
E	Able to maintain high professional standards of attendance, punctuality, appearance and conduct
E	Have a high level of personal integrity, with complete respect for confidentiality
E	Have a positive, can-do approach
E	Self-motivated, energetic and enthusiastic
E	Professional and approachable demeanor in relating to all members of the school community
E	Able to work both independently and collaboratively as part of a team
E	Able to use own initiative
E	Willing to give time to support school events
E	Sympathetic to the Christian ethos of the school
E	Resilient and able to work well under pressure
E	A commitment to promoting and safeguarding the welfare of children within the school and support of the school's policies and procedures