

**JOB DESCRIPTION**

<b>Department</b>	HT Office	<b>Date</b>	July 2021
<b>Responsible to</b>	Deputy Heads	<b>Responsible for</b>	Administrator to SLT

**Job Purpose**

- Responsible to the Deputy Heads for the provision of an accurate, timely, efficient, flexible confidential and professional service as Personal Assistant to the Deputy Heads and other members of the Senior Leadership Team (SLT).
- Liaison with, and co-ordination of effort between the PA to the Head Teacher, the School Office Manager and the PA to the Chief Operating Officer is a key component of the work.

**Responsibilities/Accountabilities**

As directed by the Deputy Heads:

- Provide Personal Assistant/secretarial support primarily to the Deputy Heads but also to other members of the SLT, if required
- Diary scheduling, booking visitors and booking rooms for the Deputy Heads.
- Co-ordination of the SLT duty rota during School holidays and circulating to staff.
- Processing teaching staff absence forms.
- Secretary to: Safeguarding Monitoring Group, Welfare Team and JNC (Joint Negotiating Committee).
- Co-ordination of SLT responses and actions regarding inspections.
- Support of programmes and events co-ordination (e.g., St Matthew's Day, Council Members' Link Visit, Christmas Fair, Parents' Pastoral Morning, Speech Day, etc.).
- Co-ordination of the teaching staff training and development plan.
- Booking staff training courses and speakers.
- Support of planning and booking INSET days.
- Managing credit card payments.
- Co-ordination pupil training (e.g., Peer Mentors and Monitors)
- Organisation of School photographs
- Administration of the disciplinary regulatory requirements, e.g., pupil suspensions and expulsions.
- Handling of parents, pupils and staff.
- Provision of cover for Head Teacher's PA in her absence.
- Carry out other such duties that may be reasonably required by the Deputy Heads and members of the SLT.

In addition:

- Liaise closely with appropriate staff in pursuance of the post holder's primary purpose.
- Demonstrate a commitment to improving and developing the organisation's processes and facilities.
- Comply with all relevant policies, procedures and instructions regarding health and safety, including safe practices and methods of work.
- At all times, respect the confidential nature of information concerning the work and business of the School.

Christ's Hospital is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

## PERSON SPECIFICATION

### Experience

- Competent and experienced user of the key components of the Microsoft suite of software packages, particularly Word, Outlook, Excel and PowerPoint. (Essential).
- A good understanding of the requirements for providing secretarial and PA support to senior managers in an independent educational setting. (Essential).
- Knowledge and appreciation of the organisational structure and relationships within the School (Desirable).
- Previous experience of working a similar level (Essential)
- Previous work experience in a UK independent school with a significant boarding element. (Desirable).
- Experience of PASS, iSAMS and other MIS. (Desirable).

### Qualifications

- Grade C or above GCSE English and Maths or equivalent. (Essential)
- A levels or equivalent in any subjects. (Desirable).
- NVQ Level 2 or above or RSA qualifications in relevant secretarial/administrative subject(s). (Desirable).
- Ability to audio and copy type. (Desirable).

### Skills & Abilities

- Ability to establish and maintain close working relationships with the Deputy Heads and members of the SMT to ensure that appropriate matters are efficiently and properly addressed without duplication of effort.
- Ability to work confidently with a wide range of internal and external stakeholders with due regard to their potential levels of influence on the School and its operation.
- Ability to manage a busy workload with sometimes rapidly shifting priorities.
- Good work attendance record.
- Willing, flexible, reliable, calm and enthusiastic approach to work.
- Able to work on own initiative and without constant supervision.
- Be efficient, reactive, friendly and hard-working. A good sense of humour also helps.
- Confidentiality, loyalty, tact and discretion are essential.
- Good attention to detail: accurate and careful.
- Smart, well presented and confident.
- Excellent telephone manner.
- Excellent customer service and communication skills, both oral and written.
- Adaptable and willing to try new concepts, ideas, methods including new technologies.

### Additional Work Elements

- The successful applicant will be required to work 37.5 hours per week Monday to Friday. The actual hours of attendance will be open to discussion on appointment; some flexibility of hours is essential.
- Remuneration is c. £30,000 pa.
- The post is subject to a satisfactory Enhanced DBS disclosure.
- Due to the nature of the role, holiday can only be taken during the school holidays and not in term time.
- The successful applicant will be expected to work two Saturdays in the Summer term for Speech Day and Beating Retreat, also the first Bank Holiday Monday in May for which time off in lieu will be given.