

Job Description

Personal Assistant to the Head of Senior School

Effective Date:	2023-24 (Revised Annually)
Job Level:	Single Status Local Hire Position
Responsible to:	Head of Senior School
Supervisory Responsible:	Senior School Office Staff

Working Hours: 7.15am to 3.00pm, there is an expectation to attend & take minutes during team/school meetings (e.g. SLT, HODs meetings), these will not exceed 20 hours per academic year. In addition to this all employees should attend whole school staff meetings every term. You will not be paid extra for attending meetings listed above as this time has been included in your remuneration.

Annual Leave: Annual leave to be taken during school holidays. You are contracted to work 187 working school days, incl. all 7 INSET days and in addition one week prior to the summer INSET.
To be available for the new staff orientation week and support the Head and Deputy Head of Senior School with the administration of A-Level and GCSE results.

Main Purpose of the Position and Key Responsibilities

- To lead and manage the Senior School Office team and to delegate tasks daily to the Senior School Administrative Assistants, to ensure that all necessary tasks are completed in a professional and timely manner.
- To provide full, confidential administrative support to the Head of Senior School
- To be the first point of contact for parents, staff and visitors for Head of Senior School, meeting and greeting visitors at all levels of seniority
- Initial screening phone calls, enquiries and requests, and handling them when appropriate
- Diary Management - organising and maintaining diaries and making appointments
- Managing the roles and responsibilities of the administrative assistants, to ensure the smooth running of the SSO
- Devising and maintaining office systems, including data management and filing. (e.g. minutes received, letters, parental communication, use of CPOMS)
- To provide administration support for Senior School teaching staff - delegating to the Senior School Office Staff as necessary
- To communicate with parents, staff and students including queries, problems and complaints either in person, email, or telephone
- On-going use of school management Information system (Engage), CPOMS or Google suite for administration purposes
- Liaise with the Communications Manager to maintain electronic communication with parents and staff (weekly notices and any other communication deemed necessary)
- Ensure Senior School publications are updated annually

- Manage and maintain administration of Health and Safety documentation (fire drill, evacuations procedures etc)
- Assisting with the organisation of events within Senior School and to attend where requested (e.g. Celebration events, Parent Information Evenings, Open Evenings, and School Productions)
- Any other duties as assigned by the Head of Senior School.

Professional Development

- To undertake appropriate CPD and training in connection with these responsibilities and personal career prospects.
- To manage the performance development of the senior school office team by leading, evaluating, supporting and celebrating good practice and identifying areas for improvement

Other:

- To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality.
- To uphold the code of Professional Conduct in your contract, demonstrating integrity and confidentiality at all times relating to school matters.
- Act in accordance with the professional duties and responsibilities outlined in the contract, staff handbook, job description and performance review.

Note

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

BSM is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are subject to satisfactory references and DBS/Police Safeguarding clearance.

Signature of Post Holder: _____ Date: _____

Person Specification

Factors	Essential Criteria
Educational and Training	<ul style="list-style-type: none"> ● Degree qualified ● Strong Administration experience ● Previous experience working as a Secretary/ PA is desirable.
Skills and Knowledge	<ul style="list-style-type: none"> ● Excellent administration and organisation skills ● Strong interpersonal and communications skills ● Accuracy and excellent attention to detail. The desire and ability to take ownership of tasks and see them finished on time and to a high standard ● Working knowledge of Microsoft office including Google suite ● Fluent in English; reading, speaking and writing. ● Time-management skills and the ability to work under pressure
Competencies	<ul style="list-style-type: none"> ● Strong communicator with a warm, friendly and approachable personality ● Strong administration and organisational skills ● Energetic, motivated and enthusiastic ● Professionally discreet and able to respect confidentiality ● Ability to use own initiative and work well as a member of a team ● Commitment to safeguarding and promoting the welfare of children and young people ● A flexible, target-driven, proactive approach.
Special Circumstances	<ul style="list-style-type: none"> ● Willingness to work outside normal office hours on occasion.