

Job Description

Personal Assistant to the Head of Senior School

Effective Date:	2026-27 (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. In addition to this all employees should attend whole school staff meetings when calendered. You will not be paid extra for attending meetings listed above as this time has been included in your remuneration.
Annual Leave:	8 weeks holiday per annum to be taken as agreed in advance with your Line Manager. Annual leave approval will be based on the needs of the school and its operations. Annual leave is to be taken as follows: during Winter Break when the school site is closed and the remaining holiday must be taken during the official school holidays. However, it cannot be taken during new staff orientation week or INSET week, as you will be required to support the Head and Deputy Heads of Senior School with the administration of A-Level and GCSE results and the reopening of the Senior School for the new school year

Main Purpose of the Position and Key Responsibilities

- To provide full, confidential administrative support to the Head and Deputy Heads of Senior School
- To be responsible for administrative systems within the Senior School
- To be the first point of contact for parents, staff and visitors
- 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
- 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 (Veracross), CPOMS or Google suite for administration purposes
- Ensure Senior School Notices Sites are maintained and updated whenever necessary
- Assisting with the organisation of events within Senior School and to attend where requested
- To support the Senior School Leadership Team in analysing or working with data, such as attendance data, options data and any other data required by the Senior Leadership Team.
- To understand the staff cover processes and support the Deputy Head Curriculum with the day to day allocation of cover.
- To support HODs and KSL's to complete requisition books
- 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: _____