



SOLIHULL

PA TO THE DEPUTY HEADS OF THE SENIOR SCHOOL

The role of PA to the Deputy Heads of the Senior School is busy, important and exciting. The successful candidate will enjoy working with two very senior members of staff who are crucial to the success of the school. This is a job for someone who has determination, an eye for detail, a can-do attitude and a sense of fun. The postholder is part of a wider team which offers administrative and secretarial support in the Headmaster's Wing.

The successful candidate will provide PA support, in particular diary management and forward planning as well as day to day secretarial and administrative support for the academic and pastoral activities across the Senior School.

The role offered is a permanent contract, full year role, 37.5 hours per week (specific hours to be agreed), with a requirement to support school events outside of normal working hours, including some at weekends. The new postholder will commence in Autumn 2026.

Principal areas of responsibilities:

- To provide effective PA support to the Deputy Head (Academic) and the Deputy Head (Pastoral), including, but not limited to diary management, drafting and sending communications, general correspondence, administration, proof-reading, communications, interview scheduling and distribution of documentation
- To carry out academic and pastoral administration as required, including, but not limited to the scholarship programme, parents' evenings, school reporting systems, immunisation and volunteering programmes, book return, appraisal processes, LAMDA examinations
- To assist in the preparation of academic events, for example prizegiving ceremonies, parents' evenings, school festivals and Warwick Group meetings
- To provide administrative support to the Director of Futures, as required and as agreed by the Deputy Head (Academic) or Deputy Head (Pastoral)
- To take minutes at Heads of Department meetings, safeguarding/pastoral meetings and others, as required
- To work collaboratively with other members of the admin and secretarial team for the smooth running of the Headmaster's Wing, for example by covering roles when colleagues are away from school
- To provide support at school events, including some which fall outside of normal working hours including some weekends, for example the 11+ exam, interview days and open mornings
- Any other reasonable task at the request of the Headmaster

General Office and Reception Duties

- To assist with reception duties when required including dealing with visitors, staff, pupils, and telephone calls by providing a 'first point of contact' service;
- To deal with the needs of pupils and staff as necessary;
- To offer and prepare guest refreshments in the Headmaster's Wing as required.

General:

- To promote the welfare and safety of all members of the school community, and adherence to the school's Safeguarding and Child Protection Policy
- To support the aims of the school and the Christian ethos of the school
- To treat all members of the school community with respect and consideration;
- To set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance;
- To take responsibility for professional development, participating in staff training including INSET days where required, and the school's CPD and Professional Development procedures;
- To participate in the management of the school by attending meetings as required;
- To adhere to the Health & Safety Policy, ensuring that all tasks are carried out safely and effectively with due regard to the health and safety of all members of the school community, including visitors and the post-holder.

The Job Description is subject to:

- Other reasonable requests by negotiation with the Headmaster, Head of the Senior School, Bursar, and other member of the SLT
- Annual Review to take into account the changing needs of the school

Person Specification: PA to Deputy Heads of the Senior School

To be shortlisted for a role at Solihull School, you must demonstrate that you meet all of the essential criteria and as much of the desirable criteria as possible.

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Training	• Good general level of education including GCSE Mathematics and English (or equivalent)	• Typing and word processing qualifications (RSA)
Experience & Knowledge	• Experience in previous secretarial or administrative role • Previous experience of working alongside others as part of a team • Good working knowledge of Microsoft Office including Outlook, Word, Excel, and PowerPoint • Willingness to undertake relevant training and development	• Previous experience as a PA with diary management • Previous experience of working in a school / education environment • Knowledge of Examination Board systems and academic structures in schools • Knowledge of management information systems (e.g. iSAMS) • Experience with mail merge using a variety of databases. • Knowledge of room booking systems / diary management systems • Line management experience.
Skills	• Excellent written and verbal communication skills • Excellent organisational skills and the ability to multi-task • Attention to detail • Prioritising and problem solving • Ability to motivate and develop others	• Ability to improve and implement new systems and processes. • Innovation and creativity
Personal Attributes	• Professional manner with ability to use careful judgement with tact and diplomacy. • Ability to work under pressure, organise and prioritise workload. • Ability to work on own initiative, work without direct supervision and solve problems. • Acts with discretion and understands the importance of confidentiality	• Ability to improve and implement new systems and processes. • Ability to contribute to strategic plans. • Flexibility • Ability to draw clear, calm boundaries when appropriate.

Requirements of all Staff Members at Solihull School:

	REQUIREMENT
Requirements within role	• Commitment to safeguarding children. • Suitable to work with children. • Adherence to the school's policies, processes and procedures including the Safeguarding and Child Protection Policy. • Supporting the aims and values of the school, including the school's Christian ethos, acting as a role model to pupils and treating all members of the school community with respect. • Commitment to continuing professional development, willingness to undertake training as required, participate in staff training including INSET days where required and reflect, and improve on, own practice. • Participation in the effective management of the school by attending meetings as required. • Adhering to the Health & Safety Policy, ensuring that all tasks are conducted safely and effectively with due regard for the health & safety of all members of the school community.
Personal Attributes	• Physical and mental capacity to undertake the role, and an exemplary previous attendance record. • Highly professional manner, flexible attitude and a supportive colleague who is able to build positive relationships with relevant stakeholders. • High degree of personal integrity and confidentiality. • Able to take a common-sense approach with high levels of diplomacy, tact, and empathy. • High standards of work with excellent attention to detail.