



Felsted

FELSTED SCHOOL JOB DESCRIPTION Head's Personal Assistant

The Role

Accountable to: The Head

To fulfil the role of personal assistant to the Head of the School working under own initiative, providing support through the management of the Head's diary, managing and prioritising all correspondence and papers and the organisation of special events led by the Head, liaising with all elements of the school and wider community as required to support the Head's role.

Role Responsibilities (illustrative, not exhaustive, list):

- Maintain and manage the Head's diary arranging regular and ad-hoc meetings as required, and building sufficient capacity into the Head's programme in order to fulfil their considerable workload successfully
- Deal with all the Head's correspondence, letters and papers; to prioritise responses and write / undertake all lower level responses immediately under own initiative
- Take all incoming calls to the Head and to filter where possible
- Maintain up to date and accurate contacts and files
- Photocopying, filing and all usual office administration
- Book venues and refreshments for meetings as required liaising with Catering, Lettings and Housekeeper as required
- Provide leadership and guidance to the newly created admin hub which is intended to pull together in a virtual team the core school administrative functions of the School (including PAs, academic and operational administration)
- Organise agendas and take minutes at SLT meetings and any other meetings arranged by the Head
- Organise and disseminate information to parents from the Head's office
- Work flexibly in times of urgent need, e.g. during School inspections
- Coordinate and support a wide range of appointments and visitors including visits by parents and prospective parents, staff interviews, HR matters in liaison with the HR team
- Provide support to members of SLT/all staff on confidential matters as appropriate
- Receive and respond appropriately to queries/complaints from parents and the public
- Carry out any tasks within the job holder's skill and ability
- Purchase and record any gifts given
- Complete credit card statements
- Oversee the compliance logs of Complaints, Concerns, Leavers and Joiners, Major Consequences, Pupil Search, IT Search, Positive Handling and Absence Requests
- Assisting other Departments when required
- Request Child Protection records for incoming students and check destination schools for those leaving
- Create and ensure the completion of SLT Duty Rotas for the school holidays
- Any other reasonable ad-hoc duties as requested

People Matters

- Liaise with the HR team regarding ongoing staff issues that the Head is involved in
- Organise the Head's involvement in the PDR process ensuring all documentation is completed and actioned
- Assist HR and the Academic Office with organising interview schedules for teaching staff

Staff and Governor Liaison

- Undertake all Head's correspondence in relation to staffing matters
- Act as a key point of communication between the Head and individual Governors
- Liaise with the Chair and Governors
- Produce and distribute Head's staff bulletins and all other communication by the Head

Liaison with Partner Schools and other Institutions as appropriate.

- Organise the Head's attendance at HMC or BSA or other events ensuring travel arrangements suit the Head (during regular weekly meetings)
- Liaise with and arrange events relating to institutions such as The Round Square, partner schools etc as appropriate, ensuring arrangements suit the Head
- Organise termly meetings at host schools for the HMC East Anglian Group Heads to meet
- Organise and oversee the meeting grid and contact details for HMC East Anglian Group departments to meet across the academic year

Project Management

- Undertake role specific tasks and projects and participate in working groups as directed by the Head

Organising Special Events and Functions in which the Head is directly Involved

- Plan, coordinate and organise all aspects of specific functions such as Felsted Parents' Group and Speech Days
- Liaise with Catering, Lettings and Domestic Services to ensure all matters are organised
- Ensure Head is aware of any external meetings coming up and dress code requirements

Reception work

- Line management of Reception staff, ensuring that the Reception is covered at all times during working hours

Skills, Knowledge and Experience

Essential:

1. Previous experience as a Personal Assistant to senior management
2. Experience of electronic diary management
3. Ability to work independently and effectively collaborate with colleagues
4. Ability to plan and take responsibility for task completion
5. Exceptional interpersonal and communication skills, including the ability to effectively communicate with a wide range of contacts both internally and externally
6. Excellent attention to detail, including proofreading skills, with the ability to maintain a high level of accuracy
7. Able to work under pressure and to tight deadlines
8. A flexible, proactive approach to work including the ability to prioritise to achieve successful outcomes
9. Able to deal with sensitive information with discretion and maintain confidentiality
10. Be presentable, approachable and comfortable in a 'front of house' role (welcoming visitors, meet and greet etc)

Desirable:

11. Excellent A Level or higher-level qualification and a good general education, ideally in English, or hold equivalent qualifications
12. Experience of working with Google Suite, Microsoft and iSAMS
13. Experience of working within an educational environment, particularly a boarding school

Reward and Recognition

- Annual leave allowance of 25 days each year including public holidays
- Employer and employee contributory pension scheme (4% matched contribution)
- Free life assurance scheme
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Free membership to Felsted Connect (discounts and savings online & instore)
- Subsidised on-site Coffee Shop

Terms of Employment

- Term term plus 6 weeks (approx 40 weeks per year)
- Working 40 hours per week; Monday to Friday from 8:00am until 5:00pm
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL
- Probationary period of six months
- Salary up to £45,000 per annum (depending on skills, knowledge and experience)
- The post holder has a responsibility to safeguard and promote the wellbeing of children and young people.

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.

Signed: _____ Date: _____

Name: _____