



## SOLIHULL

### **PA to the Head of the Senior School**

Responsible to the Head of the Senior School, the successful candidate will provide PA support, in particular diary management and forward planning as well as day to day secretarial and administrative support. They will also line manage the Reprographics Manager.

The role offered is a permanent contract, full year role, 37.5 hours per week (specific hours to be agreed) and will commence in September 2026.

### **Principal areas of responsibility:**

- Acting as the focal point of contact for any communication made to the Head of the Senior School in person, by telephone or through any form of correspondence;
- To deal with the Head of the Senior School's correspondence; receipt, draft responses, typing, dispatching and filing;
- To assist the Head of the Senior School with all aspects of his/her job description and duties;
- To deal with matters relating to the teaching staff, including administration of the Head of Senior School's files;
- To deal with matters relating to staff and pupils;
- In liaison with the Head of the Senior School, to manage their diary and make travel and accommodation arrangements;
- To make decisions and initiate appropriate action from calls and requests, whilst working within an established framework;
- To coordinate holiday and absence cover for Reception and other activity in the Heads Wing;
- Line management of the Reprographics Manager role including performance management, team meetings, CPD and staff recruitment.

### Additional responsibilities include:

- To deal with general school administrative matters and liaison as necessary with the teaching staff;
- To assist the Head of the Senior School in preparing policies, agendas, organising meetings, taking minutes and issuing papers;
- To assist with organisation of major school events at the Head of the Senior School's discretion;
- Provide occasional cover in the absence of the Executive Headmaster's PA and Senior School Receptionist;
- Assist the Senior Leadership Team and Senior Management Group as appropriate;
- Liaising with the Marketing Department, in the sale of school merchandise, involving cash handling and occasional stocktaking and ordering;
- Support the Head of the Senior School with New Zealand exchanges and travel awards;
- Administration of aspects of discipline & pastoral care;
- Organisation and administration of school events for staff and pupils, such as formal dinners and parties.
- To be responsible for the Parent Handbook and Pupil Planners, including keeping them updated and fit-for-purpose, and distribution as required.

## General Office and Reception Duties

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

## General

- Promoting welfare and safety of all members of the school community, and adherence to the school's Safeguarding and Child Protection Policy;
- Support the aims of the school;
- Support all members of the school community with respect and consideration;
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance;
- Take responsibility for professional development, participating in staff training including INSET days where required, and the school's CPD and Professional Development procedures;
- Participate in the management of the school by attending meetings as required;
- 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.
- Undertake any other reasonable duties and responsibilities as may be required by the Head of Senior School, Executive Headmaster, Executive Headmaster's PA, and SLT.

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 Head 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
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Good general level of education including GCSE Mathematics and English (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Typing and word processing qualifications (RSA)</li> </ul>
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience in previous secretarial or administrative role</li> <li>• Good working knowledge of Microsoft Office including Outlook, Word, Excel, and PowerPoint</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience as a PA with diary management</li> <li>• Previous experience of working in a school / education environment</li> <li>• Knowledge of management information systems</li> <li>• Experience with mail merge using a variety of databases.</li> <li>• Knowledge of room booking systems / diary management systems</li> <li>• Line management experience.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> <li>• Excellent organisational skills and the ability to multi-task</li> <li>• Prioritising and problem solving</li> <li>• Ability to motivate and develop others</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to improve and implement new systems and processes.</li> <li>• Innovation and creativity</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to challenge colleagues and provide constructive criticism as required.</li> <li>• Ability to assess and diffuse difficult conversations and communications.</li> <li>• Ability to work under pressure, organise and prioritise workload.</li> <li>• Ability to work on own initiative, work without direct supervision and solve problems.</li> <li>• Acts with discretion and understands the importance of confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to improve and implement new systems and processes.</li> <li>• Ability to contribute to strategic plans.</li> <li>• Flexible and able to adapt to change.</li> <li>• Ability to draw clear, calm boundaries when appropriate.</li> </ul>

## Requirements of all Staff Members at Solihull School:

	REQUIREMENT
<b>Requirements within role</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding children.</li> <li>• Suitable to work with children.</li> <li>• Adherence to the school's policies, processes and procedures including the Safeguarding and Child Protection Policy.</li> <li>• 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.</li> <li>• 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.</li> <li>• Participation in the effective management of the school by attending meetings as required.</li> <li>• Adhering to the Health &amp; Safety Policy, ensuring that all tasks are conducted safely and effectively with due regard for the health &amp; safety of all members of the school community.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Physical and mental capacity to undertake the role, and an exemplary previous attendance record.</li> <li>• Highly professional manner, flexible attitude and a supportive colleague who is able to build positive relationships with relevant stakeholders.</li> <li>• High degree of personal integrity and confidentiality.</li> <li>• Able to take a common-sense approach with high levels of diplomacy, tact, and empathy.</li> <li>• High standards of work with excellent attention to detail.</li> </ul>