



St Christopher's Prep

A Brighton College School

Job Description

Job Title: Head's PA
Responsible to: Head
Line Manager: Bursar

Mission Statement

We are committed to providing a school which offers a first-class traditional academic education within a supportive family environment.

The Role

The Head's PA will provide high-quality administrative and secretarial support to the Head and Senior Management Team and also provide support in the School Office. The key general duties of the post are as follows:

- Dealing with a wide variety of people on a daily basis (pupils, parents, visitors to the school, staff, Governors)
- Managing a complex and busy diary, avoiding clashes, anticipating and solving problems in advance and communicating well with all concerned
- Organising the Head's appointments
- Proof-reading the Head's correspondence
- Organising the Head's filing
- Co-ordinating the Head's travel and accommodation arrangements
- Supporting the Senior Management Team with general correspondence and appointments
- Typing (copy), using IT packages: Word, PowerPoint, Excel, Microsoft Edge, Canva
- Using Google Drive
- Organising and attending key public and school events (catering etc.)
- Liaise with the Chef to organise refreshments for staff for late school events / parents evenings
- Create job adverts using the school Canva account
- Create schedules for interviews and interview packs in coordination with the Deputy Head Academic
- Preparing papers for meetings
- Taking minutes of Common Room and Senior Management meetings and other meetings as required

- Managing the advertising and recruitment process for all teaching posts in accordance with school procedures and policies before passing the files to the Bursar for completion of statutory checks and contracts.
- Updating speeches for the Head
- Sending any pupil references to Senior Schools
- Arranging parental visits in consultation with the Registrar (in-person or on Zoom)
- Arranging next school parent meetings (in-person or on Zoom) for either the Head or the Deputy Head Academic and booking in on their Google calendars
- To attend parent forums and take minutes
- Managing and assisting with the busy daily routine of the School Office, including First Aid where necessary
- Managing telephone calls and messages (School Office and Head)
- Preparing for Celebration Assemblies and Final Assemblies
- Preparing Commendations and end of term awards / vouchers
- Updating the Newsletter with the weekly house points, commendations and awards
- Liaising with relevant SMT members to ensure policies are updated when needed and the correct versions are on the website
- Organising the Staff Christmas & Summer Parties.
- Liaising with the Deputy Head, Logistics regarding upcoming events and any logistical / catering requirements, managing the overseeing the coordination of these.
- Carrying out any other duties as required by the Head

The Person

- Strong interpersonal, administrative, organisational and communication skills.
- Previous experience in a school or other educational establishment.
- Typing speeds of around 70 words per minute, with a good working knowledge of Google Drive, Microsoft package software (*Word, Excel, Publisher*), mail merge and information management systems are essential.
- Able to prioritise and be highly organised, systematic and resourceful, flexible, energetic and possess a calm and appropriate nature suited to an educational environment.
- Excellent people skills, a confident and articulate telephone manner and an appreciation of the requirements of an independent school.
- Able to work under pressure and very presentable. A good sense of humour and the ability to be totally discreet are essential qualities.

The Package

The Head's PA will work 40 hours per week during term time (35 weeks per annum), Monday to Friday, from 8.00am to 5.00pm with one hour for lunch, and for up to six weeks outside of term time as the Head may require. Five further weeks are paid holiday. **The Head's PA will also be required to attend major school events, some of which take place in the evening and the occasional Saturday during term time.**

St Christopher's Prep is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment.

The position involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974. You will therefore be required to declare any convictions or cautions you may have, even if they would otherwise be regarded as “spent” under this Act. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. The Governors of St Christopher’s School are also entitled, under arrangements introduced for the protection of children, to check with the police for the existence and content of any criminal record of the successful applicant. Information received from the Disclosure and Barring Service will be kept in strict confidence. The disclosure of a criminal record will not debar you for appointment unless the Head considers that the conviction renders you unsuitable for appointment. In making this decision the panel will consider the nature of the offence, how long ago and what age you were when it was committed, and any other factors which may be relevant.

Signed Dated: