

JOB DESCRIPTION

PRINCIPAL'S PERSONAL ASSISTANT

The post is available from Monday 9 August 2010. It is anticipated that there will be a handover period of one week commencing 2 August.

Key role:

To support the professional and management activities undertaken by the Principal.

To support the Chairman and the Board of Governors in their role of governing the school.

Responsible to:

The Bursar and through him to the Principal.

Key tasks:

For Principal

- management of the Principal's diary
- day-to-day word processing of documents as required by the Principal
- preparing paperwork for relevant meetings of the Transfer Admissions Committee and recording each stage of the process
- responsibility for the administrative arrangements for the recruitment of all teaching staff
- ability to read, identify the salient points contained within and summarise documents if required
- to draft initial correspondence on behalf of the Principal
- to maintain and update an effective filing system
- to maintain and record pupil waiting lists and appropriate correspondence
- to maintain and update personnel files, issuing contracts and conditions of service for teaching staff and annual salary letters
- responsibility for vetting of all teaching staff
- to assist the Principal to maintain and update the Annual Prospectus, Annual Report and the School Development Plan
- to file school policies and other information to be available to parents
- to stand in for the school nurse when she is on her lunch break
- to liaise with the Principal and the teacher in charge in aspects of the organisation of Prize Day/Carol Service and other school functions

- to answer, filter and relay incoming telephone calls and to make calls on the Principal's behalf
- to open the Principal's mail in preparation for reading
- to liaise with outside agencies on behalf of the Principal
- to manage the school e-mail account, prioritising items for attention and forwarding items appropriately within school
- to maintain liaison with the PTA and Old Girls' Association

for Governors

- to send out notices of meetings, agendas and relevant papers in connection with meetings of the Board of Trustees, Board of Governors and appropriate committees of the Board of Governors and prepare the minutes of such meetings
- to act as minutes secretary to the Board of Trustees, Board of Governors and appropriate committees of the Board of Governors
- responsibility for vetting of all Governors
- to administer the process for the election of Governors

Essential personal skills:

- ability to use own initiative
- ability to work unsupervised
- excellent time management and organisational skills
- ability to pay attention to detail while working under pressure
- excellent inter-personal and communication skills
- ability to deal with situations in a diplomatic manner
- ability to work in a pressurised environment

Essential work experience:

- 5 years recent experience in a senior secretarial/PA position
- recent experience of minute taking at significant meetings
- experience of working in an area where confidentiality is uppermost
- experience of working to senior management
- flexibility regarding working patterns – evening interviews/meetings
- excellent word-processing/administrative skills
- experience of managing staff

Essential academic qualifications:

- at least 5 GCSE passes at Grade C or above (or equivalent) including English and Mathematics
- RSA Stage 3 (or equivalent) typing/word processing
- additional relevant further/higher academic or vocational qualifications

Desirable criteria:

- shorthand (at least 60 wpm)
- experience of administrative work in a school or educational environment
- up-to-date First-Aid qualification

Salary:

Pay will depend on qualifications and experience, but will be based on the NJC scales for clerical and administrative staff. This post has been graded as Senior Executive Officer with a range of Points 26 – 31 (salary range currently £22,221 - £26, 276).

Procedure for Application:

Application forms and further details are available from the Bursar on receipt of an A4 stamped addressed envelope (a postage stamp for a **large** envelope will be required)

Completed applications addressed to the Bursar must be received by 12.00 noon on Tuesday 25 May 2010.

The application form should be completed in black ink or typescript.

Applicants should note that competency in word processing skills will be assessed during the interview process.

In view of recent guidance from the Department of Education on Child Protection it is important that your employment history is detailed in full with gaps in employment explained.

Please note that if you are shortlisted for interview you will be asked to bring photographic proof of identity to the interview together with an original birth certificate and/or marriage certificate if appropriate.

NB It is an offence for an individual who is on either of the Departments' Lists (UP List and/or List 99), or who is the subject of a disqualification order from the courts, to apply for, or offer to do any work, paid or unpaid, in a regulated position.