



JOB DESCRIPTION

PA TO THE GIRLS' & BOYS' SCHOOL HEADS/ OFFICE ADMINISTRATOR

MAIN PURPOSE OF THE JOB:

To provide administrative and organisational support to the Head of the Girls' and Boys' Schools and School Office

Reporting to:

Head, Girls' School
Head, Boys' School
Bursar

Key Responsibilities as PA to the Heads and SLT support

- To manage and organise the Heads' diary and appointments
- To provide the Heads with general assistance day-to-day
- Act as the first point of contact for staff, parent and visitor meetings with the Head
- To deal with incoming enquiries, by email and telephone, and managing responses when appropriate
- Prepare documents and reports for the Heads in advance of meetings
- Support the Heads with workload management, advising on priorities as appropriate
- Maintain a high level of confidentiality with regard to issues relating to staff members, parents and pupils
- Record information as requested by the Heads on the school data managements system
- To liaise with senior schools and arrange visits for the Heads, as well as arranging reciprocal visits, travel, accommodation etc where appropriate
- Administration of end of year and beginning of academic year information: eg. pupil lists, staff lists, class address lists
- To ensure the school calendar is implemented effectively, taking the initiative to ensure any necessary communication, booking of venues and travel is complete, working with the Deputy Head/Assistant Head Academic and EVC to amend regular schedules and timetables
- To be responsible to the Heads

Key Responsibilities shared between the office secretaries

- First point of contact for all external enquiries
- Administering first aid to the children and ensuring the correct protocols are followed (training can be provided)
- Registration twice a day
- Booking prospective parents onto school tours and organising assessments
- Providing assistance with the school's admission process to the school's Registrar
- Creating the weekly school newsletter
- Circulating staff absence lists and duty rotas
- Organisation of school events (Parent and Staff Events)
- Database management
- Providing support to the Parents' Association
- Liaison with the Catering Manager, advising them of the children's allergies and intolerances
- Organisation of Awards and Prize Giving ceremonies
- Collating and sending out the end of term reports and other mailings
- Weekly new uniform distribution
- To undertake any other duties which may, from time to time, be reasonably requested by the Heads and Bursar

Please note that this overview does not constitute an exhaustive list of responsibilities, and the post holder may be required to perform additional work commensurate with this role's high level of standing within the school. It will be subject to review.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Education/Qualifications	Solid academic background	Degree
Knowledge/Work Experience	Previous experience of secretarial and PA duties.	Work in an educational setting.
Personal Attributes	Equally comfortable working independently, as in a team. Must be organised, calm, efficient and forward-thinking. Excellent interpersonal skills and professionalism. A 'can do' attitude and problem-solver.	A sense of humour.
Skills	Microsoft Suite (Office, Excel & PowerPoint) Database Management System	Engage EVOLVE
General	Excellent time-keeping	

Benefits: Free school lunch during term time
Contributory pension scheme
Cycle to work scheme

July 2025