



Head's PA & School Office Manager

The Role

Job Title:	Head's PA & School Office Manager
Reports To:	Bursar
Working Time:	40 hours per week, Monday to Friday. Please be advised that this is a full time, all year round position
Salary:	£31,000.00 per annum
Holidays:	30 days in addition to bank holidays

Main Duties and Responsibilities:

We are a small, friendly support team who work closely with our colleagues in a beautiful setting in Newbury. This position is in the hub of the school and involves daily interaction with parents, pupils and staff. The post holder will carry out a range of secretarial and administrative tasks including communication to parents and staff, diary management for the Headmaster. The PA will manage the Headmaster's day-to-day business and work closely with all members of the SLT assisting with a wide range of administrative tasks.

The role requires someone who has the ability to multi-task and remain calm in a fast-paced environment. The post holder should have good organisational and administrative skills, excellent communication skills and the ability to think ahead.

Head's PA

- Support the Head in meeting deadlines
- Arrange meetings with parents and staff
- Manage the Head's email inbox
- Assist with diary management and co-ordination of calendars
- To prepare presentations and reports as required
- Support SLT with Administrative tasks
- Ensuring that the Headteacher's office is well presented, clean and tidy before visitors are welcomed
- Assist in organising social events

School Administration

- To update the school calendar with events and trips
- To be conversant with school systems
- Manage all communications to parents

- Support the SLT team with a variety of admin tasks
- Liaise with external clubs' providers regarding timetables and general logistics
- Work with the Head of Boarding & pastoral to prepare internal and external clubs and extra-curricular activities letters and lists, and notify parents of clubs allocated.
- Support the marketing department with coordinating parents' newsletters and events programmes
- Support the Head of Admissions with pupil folders and record keeping
- Proactively offer support with school parent events

School Database and Systems

- Manage data collection and restrict data leaving the School in accordance with GDPR and at the direction of the Bursar.
- Arrange the annual assessment data updates for all pupils and ensure the data therein is updated in the relevant systems prior to the commencement of each Academic year.

General Responsibilities

- Ensure the safety and well-being of children at the School by adhering to and complying with the School's Child Protection and Safeguarding Policy at all times. Horris Hill School is committed to safeguarding children and promoting the welfare of children and young people and expects all employees, workers and volunteers to share this commitment.
- Attend training and staff INSET sessions organised by the School.
- Adhere at all times to Health and Safety legislation and all school policies and procedures to ensure their own safety and that of their colleagues as well as pupils and visitors.
- Carry out any other reasonable duties as requested by members of the Senior Management Team.

Personal Specification

Experience

- Previous school experience would be an advantage
- Proven PA experience
- Prior administrative experience in a professional environment
- Experience of working in a high-volume environment with demonstratable ability to prioritise work from a number of different staff members

Skills, Knowledge and Ability

- Excellent interpersonal and customer-facing skills with a warm and friendly manner, together with an ability to foster good working relationships with staff, pupils and parents/guardians
- Excellent verbal and written communication skills, including punctuation and grammar
- High attention to detail and ability to consistently enter data and information accurately
- Ability to work on own initiative to a high standard and to deadlines
- Ability to maintain confidentiality at all times
- Ability to be pro-active and make suggestions for improvement and change
- Be a team player, show initiative and work autonomously
- Be organised and take a flexible and professional approach with enthusiasm, energy and commitment
- Proficient in Microsoft Office packages, especially Outlook, Word and Excel
- Ability to use databases. Training on the school's management information system will be provided

Qualifications

- GCSE Mathematics and English at Grade C or above, or equivalent
- Educated to A-level or equivalent (essential)
- Educated at degree level (desirable)

Appointment

The School is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. A copy of the school's Safeguarding and Child Protection Policy is available to download from the School's website.

All appointments are subject to a satisfactory enhanced Disclosure & Barring Service check (including a check against the Children's Barred List) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and a self-declaration of childcare disqualification. Please see the enclosed Safer Recruitment Policy for further details.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have.

Recruitment Process

Candidates are required to submit a completed application form together with a supporting letter outlining the extent to which they can demonstrate their ability to do the job and meet the criteria indicated. An application pack can be downloaded from the school website www.horrishill.com/vacancies. Please submit applications to bursar@horrishill.com

You should provide details of two referees and one must be your current or most recent employer. References will be taken prior to interview unless specifically requested.

Short-listed candidates will be contacted and asked to attend an interview. Employment will commence, subject to the satisfactory completion of all pre-employment checks, as soon as possible after this.

Further Information

If you require any further information please don't hesitate to contact Paola Bright (Bursar) on 01635 40594 or email bursar@horrishill.com