



BURGESS HILL

— GIRLS —

JOB DESCRIPTION

Job Title:	PA to Head
Reports to:	Head
Responsible for:	No direct reports
Contacts:	Staff, Pupils, Parents, Governors

JOB SUMMARY

The Head's PA is responsible for acting as the first line of contact for the Head, her diary management, the maintenance of administrative systems and filing and for general secretarial and administrative duties.

PRINCIPAL ACCOUNTABILITIES

- Act as first line contact for the Head, using discretion and tact to ensure telephone callers and visitors receive a professional response and are dealt with by the appropriate person.
- Organise the day to day time management of the Head, managing her diary and making arrangements for meetings whilst ensuring the Head has the paperwork required for such meetings.
- Manage the Head's correspondence and prepare non-standard replies and responses for signature.
- Provide support to the Head during various school functions, liaising with the Bursar and Bursar's PA regarding Governor and Senior Leadership Team attendance at various functions.
- Support the HR Manager with the recruitment process and the HR support for Senior School Teachers and support staff appointments, ensuring compliance with relevant legislation and regulatory guidance at all times.
- Organisation of meetings and meeting rooms as requested including refreshments for the Head's internal meetings.
- Minute taking in meetings as required, including the Senior School briefing meeting which takes place three mornings a week, ensuring briefing notes are included on the ISAMS database.
- Ensure the Head's files are kept up to date at all times.
- Liaise with other internal teams (such as Catering and Housekeeping) regarding requirements for events, ensuring arrangements run smoothly from the Head's perspective.
- Any other reasonable tasks required by the Head.

JOB CONTEXT

The job holder works closely with the Senior Leadership Team and the bursary department (including HR Manager) to ensure a fully functional support service is provided to the School and highest priority tasks are dealt with.

Conditions of Service:

Full time role, 40 hours a week

Flexibility with hours of work is essential, to meet the key requirements of the role

52 weeks a year, less holiday entitlement