

# **JOB DESCRIPTION:**

## **PA to the HEADMISTRESS AND SMT**

### **Admissions**

1. Updating prospectus documents and holding master copies of these.
2. Dealing with admissions beyond the initial enquiries.
3. Organising TDMs
4. Registrations and enrolments (SIMS)
5. Maintaining admissions files
6. Liaising with SENCO to arrange assessments
7. Following discussion with the Head and SMT making offers of places and dealing with the administration associated with this process.
8. Maintaining starters and leavers lists – Blue book/ SIMS/ACT
9. Distributing admissions information to the relevant people.
10. Liaising with Deputy Head and Head of Nursery re Welcome visits and producing Welcome packs. Maintaining and updating master packs for these. Setting up the day and helping to manage the event. e.g. being there to give out welcome information and answer questions, forwarding relevant information to the receptionist and other staff about parents and pupils attending.
11. Maintaining and updating forms and documents associated with the admissions process, e.g. registration and acceptance forms.
12. Using admissions data to facilitate marketing and pupil recruitment

### **Headmistress**

1. Organising and maintaining the Heads diary.
2. General correspondence.
3. Agendas and minutes of meetings where required.
4. Event and hospitality administration and correspondence ( e.g. design of invitations).
5. Official documents (e.g. Governors reports, inspection reports).
6. Other documents (e.g. Parents' surveys, policies, newsletters).
7. Archiving.
8. Weekly meetings with Headmistress.
9. Admissions meetings with SMT
10. Distribution of relevant information to staff and Leaders of Learning.
11. Assisting with organisation of major school events ( e.g. producing programmes, signs etc ).

## **Senior Management Team (SMT)**

1. Event management liaison.
2. Fielding of phone calls.
3. Provision of data on admissions when necessary.
4. Typing of official documents (e.g. development plans).
5. Other sundry typing.
6. Liaison over events for lower school and upper school and welcome visits.
7. School diary management as directed by the SMT.

## **Other**

1. SMHOGA – Maintaining and updating database of old girls. Typing newsletters/letters/flyers/ for SMHOGA events.
2. General fielding of phone calls before and after the receptionist is present ( e.g. sick children, late parents at pick-up, passing on changing collection arrangements to staff...).
3. Stationery ordering (with Charlotte).
4. Old staff forwarding addresses database.
5. Running various reward schemes (e.g. Tesco's computers for schools, Sainsbury's etc).
6. Helping new staff and explaining administrative and IT systems to them.
7. Outside notice board.
8. Staff pigeon holes.
9. Cash handling when required (e.g. Christmas Bazaar).
10. Liaising to improve existing systems within the administration office. Helping to set up new systems as necessary.
11. Attending school events such as Prize-giving, Christmas Bazaar, etc.