



# ST MARY'S SCHOOL HAMPSTEAD

## JOB DESCRIPTION: HEAD'S PA

### THE SCHOOL

St Mary's School, Hampstead provides an outstanding and inspirational Catholic education to girls from 2 year 6 months to 11 years. The School has around 200 pupils on roll.

### THE ROLE

To provide high quality and confidential secretarial and support services to the Headmistress and Senior Management Team (SMT) and to line manage the Administrative Team.

### SAFEGUARDING

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following responsibilities will be included in the duties which you may be required to perform:

- Child protection, discipline, health and safety.
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

### JOB DESCRIPTION

The duties and responsibilities in the job description are not restrictive and you may be required to undertake other reasonable duties from time to time.

## DUTIES AND RESPONSIBILITIES

### PA TO THE HEADMISTRESS:

- Organising and maintaining the Headmistress' diary including making appointments with staff, parents, and visitors.
- Being the public face of the school, handling all situations, enquiries and difficulties with tact, common sense and sympathy.
- Undertaking general secretarial duties.
- Dealing with incoming telephone calls for Headmistress.
- Ensuring that the Headmistress' time is used efficiently and that she is aware of commitments in her diary.
- Meeting and greeting parents and visitors with appointment to see Headmistress.
- Supporting the Headmistress in the organisation of major school events (e.g., Prize Giving).
- Supporting the Headmistress to prepare documents.
- Organising SLT and SMT meeting agendas, taking minutes at staff meetings (staff briefings, staff meetings, staff forum,) and producing any necessary action lists.
- Assisting Headmistress and the Deputy Head (Academic) with reports for the Senior Schools for 11+ applications and others as required.

### SECRETARIAL AND ADMINISTRATIVE SUPPORT TO THE SLT & SMT

- Provide general secretarial and administrative support as required to all members of the SMT.
- Assisting with information required by the Bursar for annual census returns.
- Liaising with the Head of Marketing & Admissions to schedule tours or meetings with prospective parents in the Headmistress' diary.
- Working alongside the Head of Marketing & Admissions to produce the weekly school newsletter, and develop consistent, regular and appropriate methods of communication to a range of stakeholders.
- Liaising with the Head of Marketing & Admissions for the printing and production of the termly school calendar, and yearly term dates in consultation with the Headmistress.
- Liaising with the Deputy Heads regarding diary management, general operational management of the school and the school calendar.
- To deputise as an SMT member for certain duties, e.g., gate duty.

### HR & SAFEGUARDING – REPORTING TO THE BURSAR

- Undertaking recruitment administration and co-ordination, including inviting candidates for interview.
- Obtaining all necessary recruitment/ safeguarding checks including references and identity checks.
- Together with the Bursar or another member of the SMT, ensuring vetting checks for supply staff are completed in a timely way.
- Ensuring that the pre-employment checklists are completed for those areas which are the responsibility of the PA.
- Assisting with interview administration.
- Maintaining staff files and records on the school's MIS.
- Supporting the Bursar in the maintenance of the Single Central Register (SCR).
- Supporting the Bursar with the secure destruction of documents in line with the Data Retention Policy.

## ADMINISTRATIVE TEAM MANAGEMENT

- Line managing the Administrative Team, including the Receptionist, Receptionist & After School Club & Holiday Club Coordinator, and the School Administrator.
- Liaising with the Head of Marketing & Admissions to organise school Open Events, and coordinating the Administrative Team to ensure the efficient, professional and smooth deliverance of these
- Managing the annual leave entitlement to ensure that there is administrative support throughout the year as required.

## OTHER

- Providing support for St Mary's Hampstead Old Girls Association [SMHOGA] events.
- Providing cover as required in absence of members of the Administrative Team for all relevant tasks.
- Developing and improving systems within the administration office, setting up new systems as necessary.
- Attending school events as required including Prize Giving, Open Days, Parents' Evenings, school plays, etc.
- Be part of the team of first aiders, providing first aid to staff, visitors and pupils when required.
- Being part of the rota for playground and other duties, as required.
- Assisting the School Administrator with any first aid requirements, particularly in the School Administrator's absence.
- Any other duties as reasonably required by the Headmistress, SLT or SMT.

## PERSON SPECIFICATION

Essential	Desirable
Good level of general education including GCSE Maths and English at Grade C or above, or equivalent.	Previous high level secretarial/administration experience.
Advanced IT skills in Microsoft Office packages especially Word, Excel, PowerPoint.	Experienced in the use of MIS systems, preferably a school specific system such as iSAMS.
Meticulous attention to detail.	Proficient in mail merging and the use of databases.
Exceptional communication skills at all levels, internally and externally, orally and written.	Proven ability to work on own initiative to develop processes and best practice.
Exceptional organisational skills with the ability to multi-task, prioritise conflicting demands and meet deadlines.	Successful experience of line managing staff.
Demonstrates a can-do attitude.	Understanding of the independent education sector.
Presentable and comfortable in a "front of house" role (meet and greet) with excellent customer service skills.	
Ability to show initiative and take responsibility.	
Ability to work under pressure and to tight deadlines.	

Ability to manage others.	
Capable of developing processes to manage a diverse workload and evaluate its success.	
Flexible and committed approach to the role, prepared to become involved in any aspect of the operation of the School.	
High levels of integrity with strong understanding of data protection and confidentiality requirements.	
Ability and willingness to form strong and effective working relationships across the School.	
First aid trained or willingness to be trained.	
Flexibility in managing workloads at key times in the school year.	
Outstanding team working skills.	
Commitment to the School's ethos and vision.	

## HOURS OF WORK

- 7:45am-4:15pm (1hr lunch break) daily. There will be some occasions where when attendance out of these out of hours is required, such as our annual Christmas Carol Service and end of year Prize Giving.
- 6 weeks holiday per annum, plus bank holidays, pro-rata to reflect mid-year start date. Holidays to be taken during school holidays.

## PAY SCALE

- Basic range SS14 – SS22 (£32,000 - £36,000pa)
- With upper ranges of SS23 – SS28 (£36,500 - £40,000pa) and SS29 – SS36 (£40,500 - £43,000pa) for higher level secretarial/administrative skills/experience

## BENEFITS

- Free lunch in term-time: Lunch is provided for all staff in the School dining room by our catering team daily during term-time. Tea and coffee are available in the staff room throughout the year.
- Cycle to work scheme: A Cycle to Work Scheme is available to all staff, covering Santander Cycles annual membership as well as bicycles and protective equipment.
- Counselling helpline: The School provides access to 24-hour counselling helpline.
- Bupa 24/7 Anytime Healthline: The School provides staff and their families access via CISC to a confidential medical advice helpline.
- Optical Express benefits: The School provides staff access via CISC to Optical Express benefits.
- Annual flu vaccine: Annual on-site flu vaccination is offered to all staff (in Autumn Term).
- Generous holiday allowance.
- Supportive professional development opportunities.
- Warm and welcoming work environment with close proximity to Hampstead village.