



Blundell's

FOUNDED 1604

WORKING AT BLUNDELL'S JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: PA to the Head
Department: Admin
Report to: The Head
Date: January 2023

ROLE

To provide an administrative and personal assistant service of a highly confidential and responsible nature to the Head. This involves extensive contact with senior level internal and external people and regular exposure to confidential information.

SUMMARY OF DUTIES

Duties:

- Receive, screen and forward as appropriate telephone calls to the Head.
- Process mail and emails, dealing with queries on behalf of the Head where possible.
- Respond to letters and queries and prepare correspondence for approval of the Head.
- Proofread emails and articles written by the Head and other members of staff.
- Manage the Head's diary so that effective use is made of the Head's time.
- Prepare necessary documentation prior to meetings.
- Book venue and refreshments for meetings.
- Prepare itineraries and make arrangements for functions/visits hosted by the Head.
- Arrange travel itineraries and make accommodation and travel reservations for the Head for conferences/overseas trips and other visits.
- Assist with interviews, greeting candidates and collating documents for DBS checks. Keep accurate records of staff, new staff and staff changes, etc.
- Meet and greet visitors at Open and Guest Mornings.
- Work closely with the Admissions Co-ordinator to arrange meetings with prospective parents and the smooth running of the scholarship interview process.
- Liaise with the Chair of the Board of Governors when appropriate and arrange visits/lesson observations for governors.
- Compile the weekly Blundell's Bulletin including uploading news items to Sharepoint and arranging for photographs to be taken if required.
- Arrange PDR meetings for academic staff on a four-term rolling programme in conjunction with the Head of Staff Development.
- Maintain the complaints records.
- Prepare Full Colours citations, letters and notices and maintain Half Colours records.
- Respond to requests for pupil and staff absence and maintain log of requests.

- Purchase supplies for the Head's office: birthday cards, gifts for SLT etc. Order Speech Day gifts for the Heads of School, guest speaker and prize winners.
- Arrangement of specific events or themed decor as requested by the Head; e.g. Christmas, Staff Garden party, etc.
- Prepare birthday cards for staff and Years 12 and 13. Arrange birthday break time with the Head for Years 7-9.
- Arrange weekly breakfasts with new Year 12s and supper with the Head and Head's wife for Year 9 boarders.
- Manage School taxi accounts.
- Maintain accurate pupil files in accordance with ISC guidelines ensuring GDPR compliance.
- General liaison and arrangement of annual Lunch and Dinner for Monitors.
- Management of the Head's credit card.
- Dealing with reference requests for pupils and academic staff.
- Be involved and interested in the full range of staff to enable effective communication and keeping the Head up to date with any issues.
- Any other duties as reasonably directed by the Head.

PERSON SPECIFICATION

Essential Qualifications and Experience

- Significant previous PA experience
- Excellent communication and customer service skills
- Strong IT skills including Word and Excel
- Diary management experience
- Team player
- Good attention to detail and accuracy
- Confidentiality
- Able to multi-task and remain calm under pressure
- Ability to use own initiative.

Desirable

- Experience of working in a school environment

This is not an exclusive list of duties but gives an indication of the level of ability required. All staff will be expected to undertake relevant training and may be required to update their skills.

Please sign to acknowledge receipt of job description.

Signature: _____

Employee Name: _____ Date: ___ / ___ / ___