

# RECRUITMENT PACK



## CULFORD SCHOOL JOB DESCRIPTION

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### PA to the Deputy Heads

**Reports to:** Head

**Line Managed:** Head's PA

**Hours:** 08:30 – 17:00 with 1 hour for lunch (may be some 'out of hour' requirements)

**Salary:** £28-32k (Depending on skills and experience)

**Holiday entitlement:** 28 days per annum (pro rata), plus 7 days bank holidays. May Day is a working day.

**Benefits:** Pension scheme; membership of Culford Sports and Tennis Centre; free lunch provided when the dining hall is open, free parking on site, Life Insurance and Cash Plan after 6 months' service.

It is Culford's mission to unlock the potential of every child and to develop lifelong values and a love of learning within a community that strives for excellence and nurtures compassion and resilience. We aim to be an internationally recognised independent boarding school that stands out as a leader in innovation placing a focus on nurturing the individual to fulfil their unique ambitions as global citizens contributing to a strong and sustainable future. As staff, we commit to supporting these aims within our individual roles and responsibilities. The Senior Administrator brings excellent communication skills, outstanding efficiency and the personal authority to build strong relationships with all stakeholders.

#### Summary Description

The PA to the Deputy Heads provides full and pro-active administrative support to the Deputy Heads and additionally plays a vital part in ensuring the functional efficiency of the School Office which contributes to the smooth running of the School. S/he ultimately represents the Head and therefore the School and absolute professionalism and confidentiality is essential.

#### Key Responsibilities:

- Support the Deputy Heads in relation to all administrative and academic frameworks and tasks, such as Sanctions and Rewards, curriculum, time-table, exams, registration, assessment and reporting.
- Acting as a first point of contact for callers, dealing with emails and phone calls by responding, passing on messages or highlighting them for their Deputy Heads.
- Managing diaries and organising meetings and appointments, often controlling access to the Deputy Heads.
- Reminding the Deputy Heads of important tasks and deadlines and supporting them towards increased effectiveness and efficiency.
- Assist, and deputise for the Head's PA in her absence, in supporting the Head and the smooth running of the School Office and Reception team.
- Manage communication for Results Days in August and Parents' Evenings.
- Support with management of the Scholars' Seminar guest speakers programme.

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- Update Deputy Heads' Day File
- Conducting research as required
- Planning and organising events, conferences and meetings, preparing papers for meetings.
- Implementing and maintaining procedures/administrative systems.
- Provide academic and administrative support to the Senior Common Room.
- Assistance in all events organised by the Head's Office.
- Ensure accurate communications are sent by Culford Post and iSAMS on behalf of the Head, Deputy Heads, SLT and other members of the Senior Common Room.
- Carry out data inputting, maintenance and report provision using the School database.
- Carry out a variety of recurring *ad hoc* tasks related to the School year cycle (for example examination results and termly events) in order to deliver desired outcomes to the best possible standard.
- Liaise with other offices within the School, to coordinate and manage the efforts of senior colleagues.
- Any other duties commensurate with the position as requested.

### Skills required:

- Proven experience as a PA or relevant role.
- The ability to be proactive and take the initiative.
- Ability to work flexibly with absolute professionalism and confidentiality.
- Experience with office management tools such as MS Office software, in particular Excel. Experience with Google Drive and iSAMS would be helpful though full training will be given.
- Ensure excellent office management with timely, accurate filing and record-keeping, a tidy, professional appearance and clear desk, and a focused working environment.
- Ability to work without direct supervision and develop own skills.
- Experience liaising with colleagues – team work.
- High standards, tact and diplomacy.
- Ability to treat all people equally and know how to best utilise them based on their unique talents, skills, and experiences.
- Ensure compliance with company policies.

### Flexibility and Variation:

This job description outlines the role as it stands at the date shown. Culford School periodically reviews job descriptions to ensure they remain accurate and relevant. Changes may be made following consultation with the postholder. While the aim is to agree on reasonable changes, the school reserves the right to change the job description following consultation.