



JOB DESCRIPTION

PA to Headteacher & Administrative Support (part-time, hours to be confirmed or potential to combine with another administrative role)

Safeguarding

Moor Park is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced DBS and other appropriate checks. Moor Park School is an equal opportunities employer.

Background

Moor Park is an IAPS, co-educational, boarding and day school of Catholic foundation accepting pupils from 3 months to 13 years of age. Children from 3 months to three years are catered for in our Tick Tock nursery/childcare setting which runs for 50 weeks in the year. Thereafter, children enter pre-prep until the end of Year 3. The Prep School completes a Moor Park education before the children leave to the full range of senior schools both locally and nationally. Being a boarding school for the 8- to 13-year-olds, the school operates on a 24/7 basis during term-time.

The school is built around a magnificent 18th century country mansion in approximately 85 acres of stunning grounds which include playing fields, woodland and a lake. It is situated just outside the market town of Ludlow in the beautiful Shropshire countryside.

Moor Park is renowned for its happiness, atmosphere and pastoral care. Relations between pupils and staff are relatively informal, but mutually respectful; children are encouraged to voice their views and opinions. Recent years have seen more than average numbers of leavers gaining scholarships to a variety of senior schools. The diversity of awards gained, which include academic, music, sport, art and all-round, testifies to the breadth of education on offer. Emphasis is on the individual, finding and encouraging aptitude and talent.

Purpose

- To provide professional, approachable, effective PA support to the Headteacher, responding quickly and efficiently to requests. This includes anticipating needs, proactive diary management and understanding of priorities, organising travel, meetings, events and visits, managing the school calendar, preparing weekly assemblies and the weekly newsletter and communicating with staff, pupils, parents, governors and other partners and key stakeholders. This role may also include other administrative support to the Registrar and Marketing Manager and occasional cover on the school Reception.

Accountabilities:

The focus of this role is to support the Head with all aspects of his day-to-day responsibilities, detailed below.

- Intuitive management of the Headteacher's priorities



- Proactive diary management
- Arranging travel, meetings, room bookings, visits, school events (parents' drinks, Prizegiving day etc) and catering requirements
- Managing the Headteacher's inbox as directed
- Managing communications to and from the Headteacher internally to staff and externally to parents, governors, partners and other key stakeholders
- Managing the school calendar
- Taking accurate minutes in weekly staff meetings
- Preparing the weekly assembly plan and producing the weekly newsletter
- Building and developing relationships with other independent schools and outside agencies
- Ad-hoc administrative tasks as directed
- Always maintaining confidentiality
- Being an advocate for Moor Park ethos and values
- Other administrative support eg to Registrar and Head of Marketing and the HR Manager
- Occasional cover on Reception

This job description is representative and not necessarily a comprehensive definition of the post. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its remuneration.

It is also possible that this role could be combined with another to increase hours eg Front Desk Reception duties.

Person Specification

Essential

- Multi-tasker with the ability to drill down to detail but maintain an overview of big picture priorities
- Excellent communication skills with Headteacher, Senior Leadership Team, parents, external partners, colleagues and pupils
- Approachable disposition with collaborative working style
- Ability to manage multiple priorities simultaneously
- Advocacy for Moor Park's ethos and values
- Proactive self-starter
- Understanding of the need for tact, diplomacy and confidentiality
- Sense of humour
- Experience of MS outlook, word, excel and powerpoint
- Willingness and flexibility to work alternative hours when the need arises

Desirable

- Experience working as a PA to a Headteacher or Senior Leader
- Experience of Canva



Contractual Terms

- This is a part-time role, hours to be confirmed. There is also the opportunity to combine it with other roles such as Admissions and Marketing Administration or Front Desk Reception.
- Salary: from £25,000 per year, pro-rata for part-time hours.
- 30 days holiday entitlement. pro-rata for part-time hours, OR this may become a term-time only role in which case holidays would align with the Moor Park school holidays
- Benefits include pension, onsite parking, free food

How to Apply

Applications can only be accepted on the School's Application Form. Please use the Support Staff application form by following this link.

<https://www.moorpark.org.uk/contact/work-for-us/vacancies>

Once completed, please return your application to Mrs C Donovan, HR Manager on hr@moorpark.org.uk

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