



Elstree School

## **Job Description Headmaster's PA**

### **The School**

Elstree is a thriving co-educational day and boarding school for boys and girls aged 3-13 years. Set in 150 acres of stunning parkland in rural West Berkshire, Elstree is a happy, secure and purposeful environment – an idyllic place for children to be nurtured and inspired. The supportive and energetic staff help deliver a first class, academically ambitious all round education for the pupils, with the emphasis being on building confidence, developing talent and maximising potential.

### **Introduction to the Role**

The Headmaster's PA provides strictly private and confidential support to the Headmaster, facilitating his ability to lead and develop the school. We are looking for a caring, energetic, friendly, confident and extremely well-organised candidate. The successful applicant must be willing and able to take on a variety of tasks and be happy to work in a busy environment where constant interruptions are the norm!

Tact, discretion and diplomacy are paramount, together with an excellent telephone manner and ability to build strong working relationships with all members of the school staff and parents. You will need to develop a deep understanding of the aims, ethos and atmosphere of the school, as well as the vision of the Headmaster. A sense of humour is very important and so is a real desire to contribute to the wellbeing of staff, pupils and parents.

The main school office is staffed by two part-time school secretaries and the Headmaster's PA. The office is usually the first point of contact with the school for all visitors, prospective and current parents. In addition there is an Admissions/Marketing Office which is overseen by the Registrar, together with the Headmaster's Wife and the Marketing Manager.

The successful applicant must have a high level of digital/technical ability (Microsoft Office including Word, PowerPoint and Excel including an understanding of mail merges). Database use is required and a willingness to learn and become familiar with the school's ISAMS database is crucial. A high standard of written English and grammar is required.

The Job Description below covers the principal tasks required of the Headmaster's PA. It is not necessarily a complete list of everything required for the role. The members of office staff work together as a team. At busy times, it is expected that the staff will support each other with the workload in hand.

The role is a multi-faceted one and a willingness to be adaptable and resourceful is essential. Elstree is a warm, friendly environment in which to work and the supportive staff, both teaching and non-teaching, are often willing to 'go the extra mile'. The successful applicant will be prepared to embrace this ethos to allow the Headmaster to fulfil his responsibilities successfully and easily.

## Role Summary

- To act as the Personal Assistant to the Headmaster.
- To manage the Headmaster's diary effectively.
- To draft and produce accurate correspondence and documentation in a timely manner.
- To support the admissions activities of the school.
- To undertake any other reasonable tasks required by the Headmaster in association with this role.
- To maintain the efficient running of the school office.

## **Main responsibilities include:**

### Personal Assistant

- Organising the day to daytime management of the Headmaster, assisting him in prioritising his workload and keeping him on schedule: anticipating and scheduling regular events, meetings and appointments in his diary, correspondence/emails and travel arrangements.
- To provide a warm and hospitable welcome for all those who come into contact with the School, whilst simultaneously acting as 'gate-keeper' to the Headmaster which includes protecting the interests of the Headmaster at all times, fielding telephone enquiries and appointment requests.
- To provide administrative and confidential support to the Headmaster which includes: Producing correspondence for the Headmaster and ensuring he is briefed for meetings with the relevant documents and presentations, etc.; administrative support for the Oxford Group Events; manage the Headmaster's post and correspondence as required on a daily basis; produce documentation using different media e.g. reports, spreadsheets, PowerPoint presentations to a high standard.
- Senior Schools: in close conjunction with the Headmaster, coordinate arrangements for pupils' successful transfer to Senior Schools, typing reports, updating Incas and MidYis data for pupil references; updating the Headmaster's Public Schools Presentation PowerPoint and coordinate the printing of the booklet; update lists of all pupils who have Senior School pre-tests, dates of Scholarships and deadlines for Headmaster's reference; preparation of CE results for the Headmaster in conjunction with the Director of Studies, and preparation CE Examination Envelopes for individual Senior Schools.
- Arrange and contact guest Preachers for our Saturday services.

- Maintain a high standard of personal appearance and presentation appropriate with the nature of this role, together with attend such school functions and meetings as required by the Headmaster and take minutes when requested.
- Perform any other duties as may reasonably be requested by the Headmaster, including any other administrative support needed at certain pinch points in the year.

## Admissions

- Provide administrative support to the Registrar as required. This includes: entering and maintaining accurate and up to date pupil information for prospective, current and past pupils that is readily available; ensuring information is received by pupils' next schools and from their previous schools in a timely manner; preparing prospectus letters and packs for visiting parents, together with draft offer letters for prospective parents.
- Photographs: providing support to collate photographs for school publications / Images of the Term together with uploading photographs and Posts to be displayed on the school website and the school internal screens.

## Office

- Responsible for the day to day running of the office which includes: management of all information received in the office, and via phone and email; day to day administration of the school including morning registration; acting as the immediate point of contact for parents; generating pupil reports, reviews and other curriculum information for parents, ensuring they are delivered on time; Prepare CE examination envelopes for individual Senior Schools; Activate book vouchers for visiting preachers, lecturers and school prizes; Provide administrative assistance for school events, including generating programmes, as appropriate, and respond to ad hoc requests from staff for administrative assistance.
- Policies: To format all school policies and publish on ISI website, intranet and copy in school files.
- Sports Day: Coordinate the printing of and distribution of Sports Day invitations; book PA equipment for Sports' Day.
- Photographs: Organise the dates for our annual Individual Pupil Photographs and Whole School Photographs, to upload whole school photos to Isams, and upload new staff photos to Publisher for Staff Photoboard.
- Act as liaison to the Governors on the Headmaster's behalf, and liaise with the Friends of Elstree when required.

- Responsible for archiving pupil records and this end of year 'rollover' element in ISAMS.
- To attend INSET training as appropriate, including online Safeguarding, Child Exploitation, FGM Awareness, Domestic Abuse and Online Safety courses.

## Person Specification

The successful candidate is likely to be able to demonstrate the following skills, qualifications, experience and personal qualities:

- A strong commitment to the Elstree School ethos, aims and aspirations and the ability to work as part of a team.
- Previous relevant experience within the education sector would be advantageous but is not essential.
- Excellent communication, organisational, administrative and management skills together with strong literacy skills to prepare correspondence and reports and maintain records to a high standard.
- Excellent secretarial/IT skills: clear, up-to-date working knowledge of Microsoft Office (especially Word [including mail merge], Excel and PowerPoint); willingness/ability to learn new software packages as required and experience of managing an electronic diary system e.g. Microsoft Outlook, Teams and Zoom.
- Ability to manage multiple tasks, respond to urgent work and tight deadlines and show initiative when referring matters either to the Headmaster or senior staff where appropriate.
- Ability to remain calm whilst working under pressure, with sometimes rapidly shifting priorities, and responding appropriately to the unexpected, when such circumstances arise.
- Ability to work confidently with a wide range of internal and external personnel with due regard to their potential levels of influence both within and outside the school.
- Flexible approach to the type of work undertaken and the hours worked due to the demands of the school.
- Ability to approach all confidential matters with sensitivity, discretion and diplomacy, preserving the integrity of school information and complying with the requirements of GDPR.
- Knowledge and experience of whole school procedures, organisation and structure; committed and willing to go the extra mile.

- Patient, willing to learn and to improve own practice, common sense, and a sense of humour are essential qualities for this post!

## Other Details

The role is subject to a probationary period. The term-time working hours are as follows:

Monday: 8.00am – 6.00pm

Tuesday: 9.00am – 6.00pm

Wednesday-Friday: 8.00am – 5.00pm

Plus 8 weeks during the holidays. Lunch and drinks are provided.

The role requires emails to be read regularly and acted upon during holiday periods as necessary. The postholder reports to the Headmaster. There are a number of staff INSET days outside of term time, published in advance, which are part of the requirement for the role. There are a number of events that staff attend including Sports Day, Former Pupil Events and several evening functions which are required as part of the role. Salary offered will be subject to qualifications and experience.

There may be occasions when further hours are required to fulfil the requirements of the role (away/strategy days). These should not be onerous or anything abnormal to the role of a PA but will not be charged as overtime unless agreed with the Headmaster.