

COGNITA

Role Profile: PA to the Headmaster

Purpose

To provide a comprehensive administrative and secretarial support service to the Headmaster so that he can undertake his role with maximum effectiveness. The duties outlined in this job description may be modified by the Headmaster, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary & job title.

Key Accountabilities

General Information

With Downsend about to embark upon its GCSE offering, this post offers the suitable candidate a fantastic opportunity to assist in managing the transition towards a 'through school' model. The post holder will need to have high expectations and will be vital in creating an environment which will allow the school to be future proofed and focused.

Relationships

The post holder is responsible to the Headmaster in all matters and will work closely with the Senior Leadership Team in the following capacities:

- the Heads of School, and Head of Pre-Preps, in respect of pastoral and curriculum matters, as well as organisation of the school day
- the Assistant Head in respect of all enrichment activities, to include clubs, visits and residential trips
- the Head of Marketing and Admissions in respect of marketing activity;
- the Business Manager (BM) in respect of issues relating to the organisation, ordering and funding of resources.

The post holder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships to promote mutual understanding of the school structure, with the aim of improving the quality of life within the School. It is of paramount importance that we appoint the right person to join a successful and ambitious school.

Communication and Administrative Services

- Plan and manage the Headmaster's diary, appointments and reminder systems in order to make the most effective use of his time
- Deal proactively with all incoming and outgoing correspondences to and from the Headmaster in order to ensure that an appropriate and timely response is made
- Receive the Headmaster's visitors, incoming telephone calls, other messages and, if required, E-mails, responding on his behalf to routine enquiries and passing on messages to appropriate members of staff
- Ensure that confidential and sensitive issues are dealt with in an appropriate manner
- Make travel arrangements if necessary, for conferences and away days
- Plan and organise internal and external meetings/interviews, ensuring that appropriate information, facilities and refreshments are provided

- Co-ordinate the creation of the termly calendar
- Maintain databases, ensuring that information is up to date, readily accessible and managed in accordance with GDPR, notifying third parties as required

Standards and Quality Assurance

- Prepare the agenda for meetings, take notes at, and prepare and distribute minutes
- Prepare and process documents, reports and presentation materials, ensuring that the quality of work produced is appropriate for its purpose, within required timescales
- As part of the administrative team, contribute to the smooth running of the School Office, including providing cover for colleagues as required, and provide general administrative assistance to the BM and SLT (Senior Leadership Team)

Management of Resources

- Ensure that the Headmaster's Office is an organised, tidy and efficient to facilitate the smooth day-to-day running of the School
- Maintain good systems of retrieval and storage of key documents

Leadership and Management

- Foster a service orientated, 'can do' approach and a culture of support within the administrative team, ensuring mutually supportive working relationships between academic and support staff
- Ensure that school policies and strategies are reflected in all support services
- Regularly review own practice, set personal development targets and take responsibility for own CPD

Marketing and External Links

- Contribute to the positive promotion and marketing of Downsend and Cognita in the local and wider community
- Assist with the organisation and smooth running of events (eg Open Days)
- Ensure that visitors and callers to the Headmaster's Office receive an efficient, professional, approachable and welcoming service in line with the School's ethos

Health and Safety

The safety of all pupils is paramount and the postholder must help to ensure that:

- Resources are maintained in a safe condition for the pupils and School staff
- Staff carry out operations in accordance with policy and codes of safe practice
- All accidents are reported to the BM via the Accident Report Form procedure
- The Headmaster and BM are kept informed of any concerns regarding Health and Safety and safe working practices

Safeguarding Responsibilities

- Comply with safeguarding policies, procedures and code of conduct
- Demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- Ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- Engage in safeguarding training when required

Key Stakeholders:

Internal – Headmaster, SLT, Pupils, Staff

External – Parents, Cognita SSC, Prospective families, feeder & Senior schools, local community.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Recognised secretarial or administrative qualification at NVQ3 level or above, or the equivalent gained through experience 	
Skills	<ul style="list-style-type: none"> An outstanding individual with leadership skills & a proven track record of success Calmness & efficiency & the ability to work under great pressure at certain times Evidence of a proactive approach to planning & prioritising work, with the ability to use initiative appropriately A cheerful & well-presented person, capable of inspiring confidence in colleagues, pupils & parents, & an effective public speaker; Good telephone manner, able to deal with callers in a calm & courteous way Excellent communication skills (oral & written) Accomplished user of ICT (Microsoft Office, SIMS & online platforms) Outstanding organisational & administrative skills 	<ul style="list-style-type: none"> Very high expectations of self & others Understanding of safeguarding issues in a school setting A keen & self-motivated practitioner, who wishes to be a committed team member in a successful section of the School An exceptional, dynamic & committed individual who will inspire high levels of confidence in colleagues, pupils & parents
Experience	<ul style="list-style-type: none"> Evidence of substantial secretarial & administrative experience in a complex environment Understanding of the nature of independent education & high expectations Prepared to commit to the School's all-round ethos 	<ul style="list-style-type: none"> Eager to learn & attend INSET as necessary Aware of Health & Safety issues
Other	<ul style="list-style-type: none"> Willingness to work hard, with energy & enthusiasm, avoiding the Monday-Friday, 9-5 approach 	

Signed: Name (print):

Date: