

St Andrew's Prep

EASTBOURNE

JOB DESCRIPTION - HEADMASTER'S EA/PA

St Andrew's School is a vibrant and dynamic independent boarding and day school for boys and girls aged between 9 months and thirteen years. The School Office is usually the first point of contact for prospective and current parents and so it is very important, therefore, that the successful applicant has:

He/she will report directly to the Headmaster.

I. Key Responsibilities:

- Provide a full range of accurate, highly confidential and professional secretarial and administrative duties to the Headmaster and to ensure the efficient and effective running of the Headmaster's daily business
- Maintain the Headmaster's electronic diary, arranging appointments and meetings as appropriate and ensuring that he is adequately briefed on matters to be discussed.
- Take telephone calls on behalf of the Headmaster and filter accordingly
- Monitor and appropriately deal with incoming electronic communications to the Headmaster's email address
- Draft as appropriate outgoing correspondence (emails and letters) for the Headmaster.
- Preparation of presentation materials for governors' meetings for the Headmaster.
- Compile a list of Headmaster's engagements and his responsibilities at such events, sharing with him in a timely manner.
- Communicate with teachers, heads of department, academic staff, administrative staff and support staff on behalf of the Headmaster requesting information, making appointments, providing and sharing information, etc.
- Administration with regards to recruitment, including the organising of the interviews schedule, in liaison with Deputy Head and Director of Studies and organisation of interview packs.
- Maintain and keep secure all administrative filing including confidential filing of staff and pupil records.
- Organise guest list for St Andrew's Day and send invitations.
- The ability to work in an environment that can become pressured with short and long term deadlines.
- Confidence in face to face and telephone interactions with all stakeholders.
- An excellent telephone manner.
- Responsible for the co-ordination of the termly school calendar.
- Attend and take minutes of weekly staff meetings. Distribute minutes after checking by the Headmaster.
- An ability to work cooperatively within the office team offering mutual support.
- Strong ICT skills, in particular knowledge of Microsoft Outlook, Microsoft Office, SharePoint, Teams and other Microsoft platforms.
- Booking courses, travel and accommodation in liaison with Deputy Head (CPD budget holder).
- Attend and take minutes of meetings such as the Governor Education and Pastoral Committee, SLT, Prep Staff Meeting, Prep Pastoral Meeting, Staff Liaison Committee and other meetings if required, such as Unity ICT, Health & Safety Committee, have the minutes checked by the Headmaster and distribute promptly to staff or relevant parties.
- Compiling letters for parents using the house style, ensuring the Headmaster has checked them, and organising for them to be uploaded for filing on SharePoint.
- Liaising with the Deputy Head with regards to the upkeep and maintenance of School Regulatory and Non-Regulatory Policies that need to be uploaded to the Independent School's Inspectorate portal.
- End of term duties including the preparation of SLT and DSL rota.

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- Ensuring that all correspondence that leaves the School Office is of the expected standard and has been checked by the Deputy Head.
- Responsible for the co-ordination of the termly school calendar.
- Answering the telephone and manning the reception desk when the Receptionist and Office Manager are absent/otherwise engaged, dealing with queries and ensuring parental enquiries are followed through.
- Assisting with any administrative duties concerning the School Office e.g. taking in parcels, answering the door, making drinks for visitors etc.
- Ensuring the smooth running of the School Office in term time and in the holidays, liaising with the Office Manager to ensure there is always office cover.
- Perform any other duties as requested by the Headmaster or the Deputy Head as commensurate with the post.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification at any time after consultation with the post holder.

2. Training

- Preparedness to undertake training and development, as required, particularly in relation to the introduction of new technologies.

3. Qualifications, Skills, Experience and Knowledge

Essential

- Ability to use proficiently standard Microsoft Office including Word, Excel, Power-Point, SharePoint and Forms
- Excellent verbal and written communication skills appropriate to the need to communicate effectively and diplomatically with colleagues, pupils and parents
- Ability to build and form working relationships with pupils, parents and colleagues, to work with colleagues across the charity
- Ability to work on own initiative, to have strong organisational skills and to work to tight deadlines
- Be punctual, reliable and trustworthy
- Demonstrate attributes of discretion, tact and diplomacy
- Show initiative, drive and commitment to ongoing improvement
- Be articulate and presentable
- The ability to be flexible and work without supervision
- A creative problem-solver with the ability to think ahead
- Excellent administrative and organisational skills; with good attention to detail and the ability to use initiative and prioritise workload without constant supervision
- Demonstrate a co-operative, reliable "can do" attitude with good communication skills both on the telephone and in person that allows effective communication at all levels of the school
- A patient and sympathetic ear for children, parents and staff
- A team player
- A sense of humour

Desirable

- Hold a recognised Business Administration qualification or Diploma, NVQ, BTEC, HND or equivalent (highly desirable)
- Have a broad education that includes GCSE Maths and English Language (or equivalent)

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- Previous experience in a similar role including EA/PA experience at a senior manager level
- Previous experience of working in a school environment
- Experience of providing high-level support in a busy and sensitive environment
- Experience of producing meeting minutes
- Excellent typing and shorthand skills

4. Terms and conditions

Term time plus 6 weeks (to be worked in agreement with the Headmaster).

Hours

8:30am to 5:30pm Monday to Friday or the equivalent as agreed with the Headmaster and co-workers (flexibility would be an advantage)

9:00am to 4:00pm Monday to Friday during school holidays

The hours may increase during busy times such as the beginning and end of terms.

Salary

£28,500 per annum. Salaries are reviewed annually in September.

Probation

The position is subject to a probationary period of 12 months.

Holidays

The holidays of five weeks per annum, pro rata, should be taken during the school holidays. All holidays must be agreed with the Headmaster in advance.

Pre employment checks

The position is subject to a clear enhanced DBS disclosure, pre-employment medical questionnaire and satisfactory references.

Meals

Free lunch is provided whilst on duty during term time.

Pension

You will be entitled to become a member of the Charity pension scheme in line with current pension legislation.

5. How to Apply

To apply, please visit <https://www.standrewsprep.co.uk/contact/employment-opportunities/> and click the **Apply Now** button to complete the mandatory application form. A letter of application (addressed to the Headmaster), evidencing your suitability for the post against the job description and person specification described above, and an up-to-date CV should be uploaded with this online application form.

For further information please contact Human Resources by email on hr@eastbourne-college.co.uk or phone 01323 452288.

Closing Date: All applications must be received by Monday 08 April 2024.

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6. Safeguarding Statement and Equal Opportunities Statement

St Andrew's Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced DBS check, pre-employment medical questionnaire and positive references.

St Andrew's Prep is an equal opportunities employer.

TBG/LEPS Mar 2024