



## Job Description

- 1. Job Title:** PA to Senior Deputy Head (Maternity Cover)
- 2. Responsible to:** Senior Deputy Head (Second Master), Deputy Head (Pastoral) and Headmaster's PA
- 3. Job Summary:** To provide administrative and secretarial support to the Second Master and Deputy Head (Pastoral) and occasional cover for the Headmaster's PA.

### 4. Duties and Responsibilities:

#### **Full secretarial and administrative support for the Second Master including:**

- Typing/drafting correspondence
- Keeping a central record of all relevant school policies and their review dates; updating them as necessary and helping ensure all policy authors stick to review deadlines
- Maintaining the Second Master's diary including teaching commitments, regular staff contact meetings, parental meetings, courses, travel etc
- Organising Appraisal Reviews for Teaching Staff and Housemasters'/Housemistresses' (Hsms) and Prefects' Annual Appraisals
- Organising events (including start of term inset) hosted by the Second Master / Deputy Head (Pastoral) and booking venues, catering, portorage
- Ensuring hospitality for meetings is organised
- Keeping a central record of all Medical Centre Policies and updating them when necessary
- Maintaining budget records and assisting with budgets held by the Second Master and Deputy Head (Pastoral)
- Acting as scribe when required in support of investigations
- Ensuring relevant staff training certificates and forms are organised, up to date and filed
- Ensuring the new staff training schedule is organised and monitored
- Assisting with the management of the staff inset process, working alongside the database administrator and head of staff development.

#### **Administrative support for the Deputy Head (Pastoral) including:**

- Taking the minutes of weekly Hsms' meeting
- Taking termly minutes of H+S committee meeting
- Maintaining Safeguarding and Child Protection records; ensuring CP records are received and dispatched to meet deadlines as stated in KCSIE
- Arranging Safeguarding and Child Protections Briefings and recording all training for staff
- Typing/drafting correspondence

- Maintaining the diary including teaching commitments, regular staff meetings, courses, travel etc
- Organising Annual Appraisals with Matrons and hsmms

### **Illegal drugs and psychoactive substances testing**

- On an occasional basis as required, and in accordance with policy (and prior accredited training) conduct the collection of:
  - Hair and / or
  - Urine and / or
  - Substance / items containing suspect chemicals
 from pupils of the same gender
- Ensure that all associated chain of custody and policy administration is completed in correct and proper fashion.

### **Other duties**

- Administrating teacher staff cover and recording all absences
- Maintaining accurate pupil records, housings and gatings, suspensions/expulsions
- Recording pupil driving permissions and associated administration
- Recording occasional essential single staff-pupil travel on the central log
- Dealing with incoming and outgoing mail and email correspondence
- Updating pupil records and files where applicable using iSams and/or PUPIL
- Dealing with telephone calls and enquirers
- Pupil, staff and general filing and photocopying
- Maintaining supplies of stationery and refreshments for the first floor
- Assisting with end of term reports.

### **General duties**

- Deputising for the Headmaster's PA in her absence
- Covering Reception during school holidays when required
- Any other related duties required by the Headmaster, Second Master, Deputy Head (Pastoral) or Headmaster's PA.

### **Safeguarding duties**

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times.
- The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post.
- In this particular post, there is unlikely to be a large amount of contact with pupils but there are connected responsibilities, including site security, sensitive handling of data, and professionalism. However, the responsibility remains to be aware of safeguarding procedures and occasional need to operate safely with pupils and in adherence to the policy and code of conduct.
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they

must report any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.

#### **5. Person Specification:**

- Shorthand would be helpful
- Audiotyping
- High IT literacy
- Excellent communicator – both written and verbal
- Welcoming and friendly
- Complete integrity and discretion
- An ability to juggle multiple tasks with a sense of humour and calmness
- Problem solving and an ability to act on initiative
- Team player.

#### **6. Terms and Conditions**

**Salary:** £26,650 per annum

**Contract:** this is a fixed-term contract for approx.. 12-months to provide Maternity Leave cover.

**Hours of Work:** 8am to 5.30pm Monday to Friday (42.5 hours per week) during term time (33 weeks) and 9am to 4pm Monday to Friday (30 hours per week) during College holidays (19 weeks), with a one-hour unpaid lunch break. As the Second Master has operational responsibility for the day-to-day management of a very busy school, there can be occasions where working beyond standard hours is required. On such occasions every effort will be made to allow for reasonable time off in lieu.

**Pension:** After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt into the pension scheme. Initially the College will contribute 5% of your gross salary and will be expected to contribute 3%. You may choose to opt out of the pension scheme.

**Holiday:** Five weeks' annual holiday to be taken during College holidays.

#### **Other benefits include:**

- Life Assurance
- Employee Assistance Program
- Lunch during normal working hours plus tea, coffee, fruit and biscuits
- Free use of Charity facilities including pool and gym
- Free tickets to College productions
- Easy public transport connections and free parking
- Stunning location.

#### **7. Safeguarding and Equal Opportunity Statements**

Eastbourne College (Incorporated) 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 an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Eastbourne College (Incorporated) welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the wellbeing and education of the pupils.

#### **8. Application process:**

To apply, please follow the link below to complete the required application form:

[www.cognitofirms.com/EastbourneCollegeIncorporated/EastbourneCollegeSupportStaffApplicationForm](http://www.cognitofirms.com/EastbourneCollegeIncorporated/EastbourneCollegeSupportStaffApplicationForm)

Alternatively, visit [www.eastbourne-college.co.uk/contact/employment-opportunities/](http://www.eastbourne-college.co.uk/contact/employment-opportunities/) and click the '**Apply Now**' button.

A letter of application and an up-to-date CV should be uploaded with this online application form.

For further information, please contact Marian Piper, Recruitment & HR Projects Manager, by email: [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or tel: 01323 452239.

The closing date for applications is **noon on 23 September 2022**.

All candidates will be contacted after the closing date with interviews taking place shortly after.